Royaume du Maroc
Ministère de l'Enseignement Supérieur,
de la RechercheScientifique et de
la Formation des Cadres

Présentation du «Participant Portal» du Programme H2020

Programme de la formation technique
pour renforcer la participation du Maroc au programme Horizon 2020
29 et 30 Octobre 2014, CNRST, Rabat

MARCO GHINELLI
Head of the International Research Unit
University of Parma, Italy

What’s new in Horizon 2020?

- The Participant Portal is the single gateway to funding-related interactions between applicants and the Commission/Agencies
- New ways of presenting calls
- New ways of presenting documentation and guidance
- New integrated Grant Management System
- Paperless exchanges – no more blue ink signatures

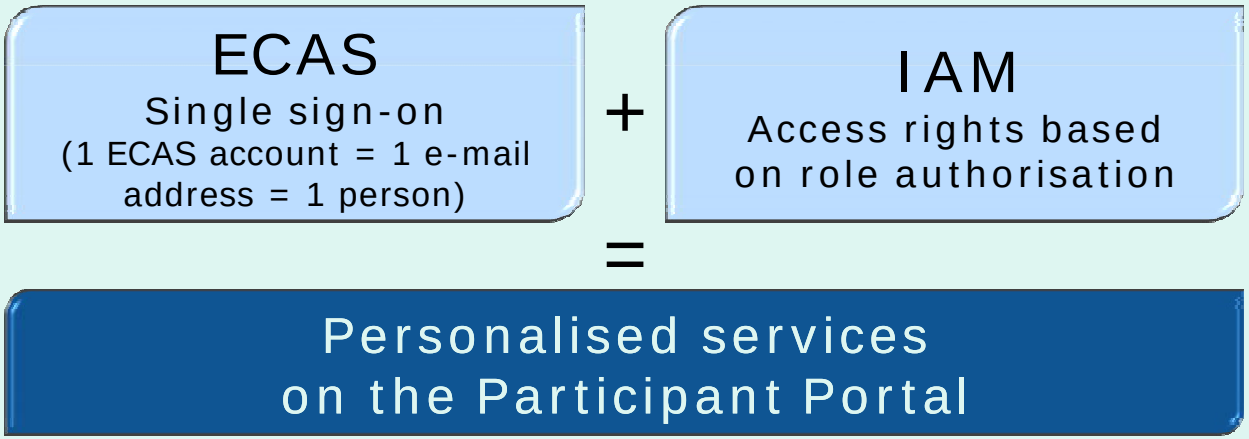
Place of the Participant Portal in EU's Research communication media

3 Internet portals related to Horizon 2020:

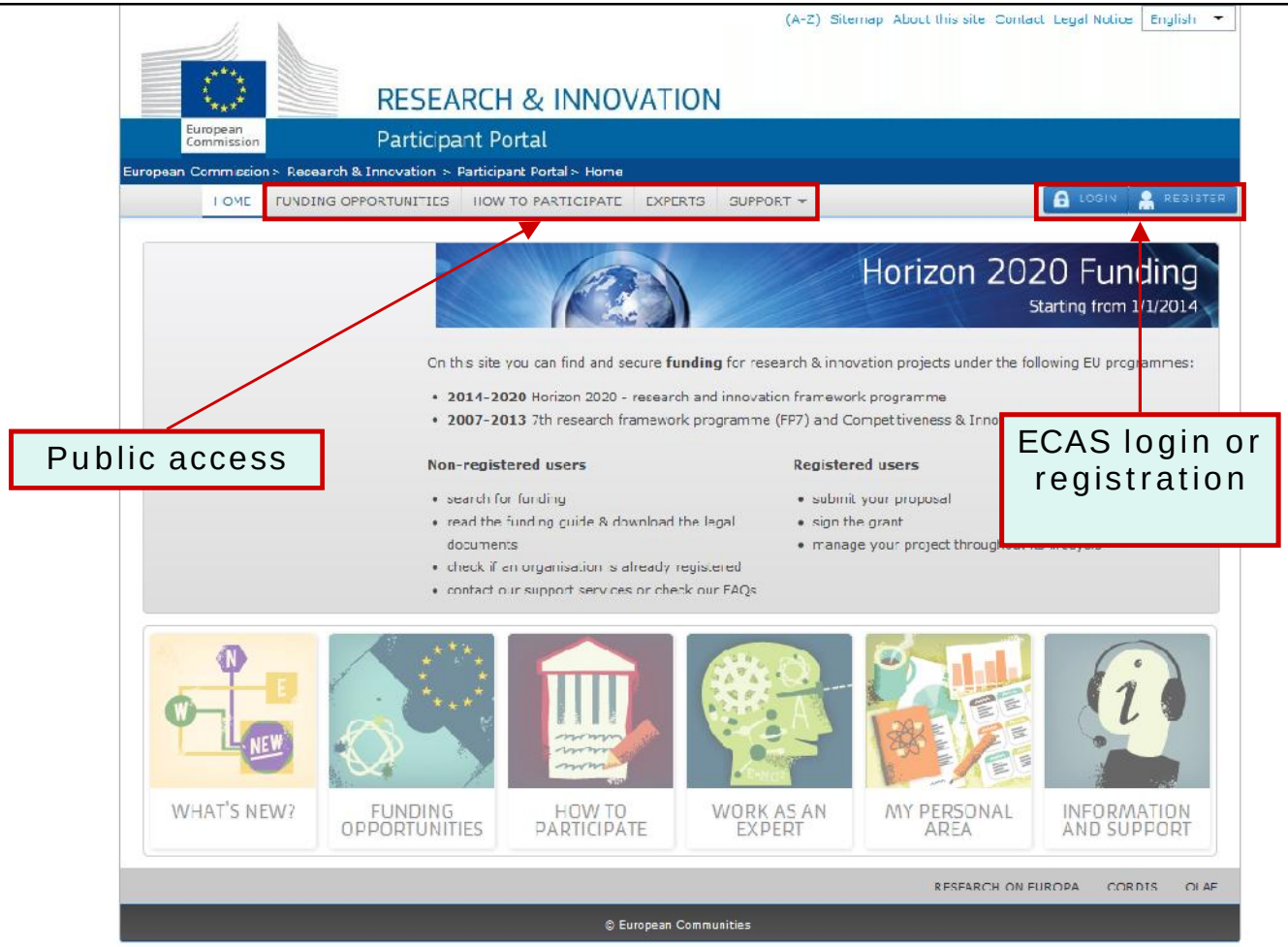
- RESEARCH on EUROPA → policy context
  http://ec.europa.eu/research
- PARTICIPANT PORTAL → interactions with participants
  http://ec.europa.eu/research/participants/portal
- CORDIS → dissemination of results
  http://cordis.europa.eu

Research Participant Portal

- *Offers external stakeholders a **unique entry point for the interactions with the European Commission or Agencies** in handling grant-related actions, based on:*



- Brings homogeneity, transparency and better service integration for grant management.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Starting from 1/1/2014
On this site you can find and secure funding for research & innovation projects under the following EU programmes:
2014-2020 Horizon 2020 - research and innovation framework programme
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contact our support services or check our FAQs
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submit your proposal
sign the grant
manage your project throug
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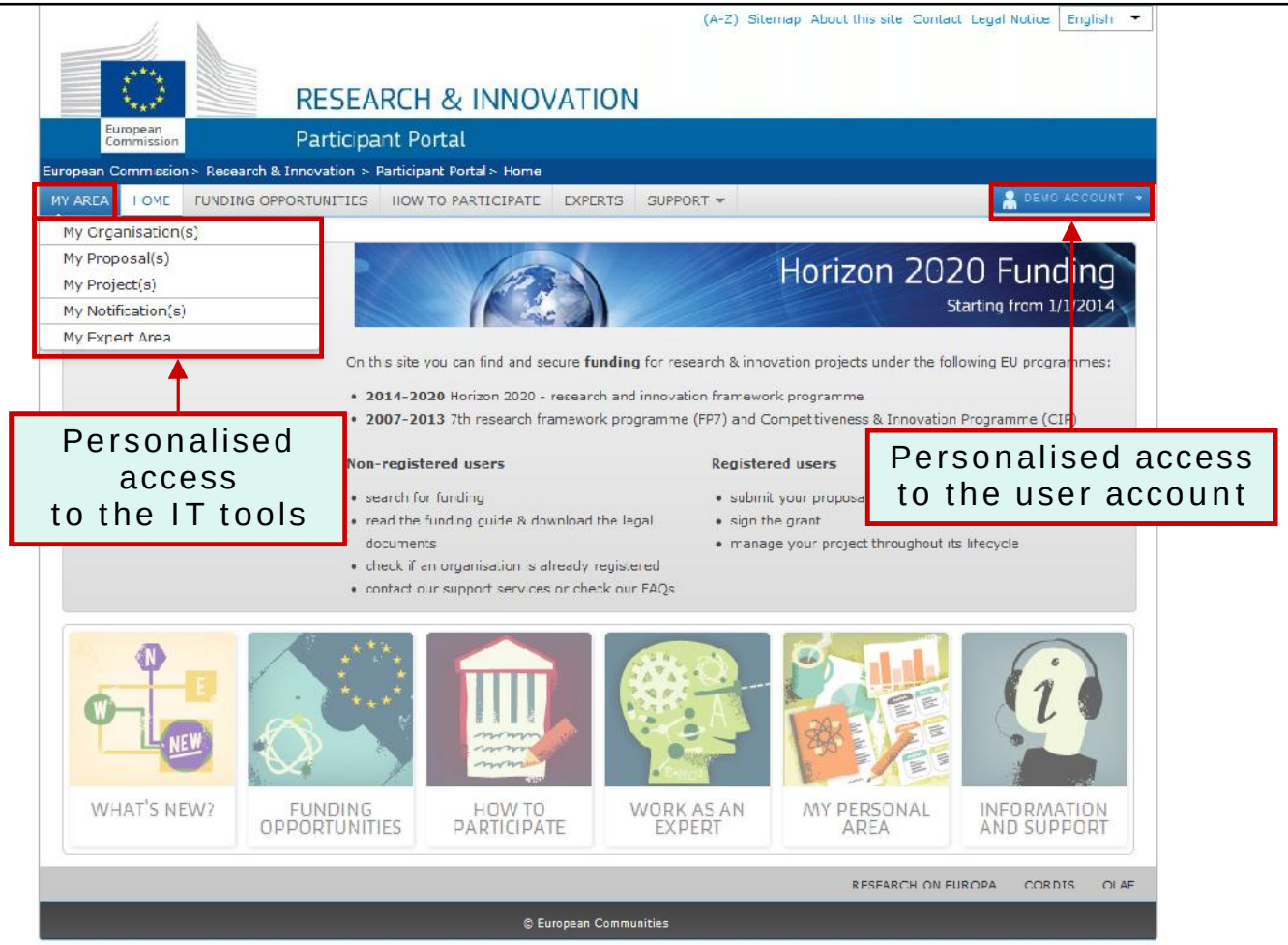
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sign the grant
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Participant Portal services: overview

Participant Portal services: without login

Funding Opportunities

1. Funding opportunities

- Open / closed / forthcoming H2020 calls
- Links to FP7 & CIP calls and other calls
- Latest information on published calls
- Call search: full-text search
- Tagging of all topics – additional search options
  with synonyms, colloquial expressions, circumscriptions
- "Stay tuned" options:
  electronic agenda, RSS feeds, email notifications

2. Access to the electronic proposal submission system

- Create a proposal through the link on the call page

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Research Fund for Coal & Steel
COSME
3rd Health Programme
Consumer Programme
FP7 & CIP Programmes 2007-2013
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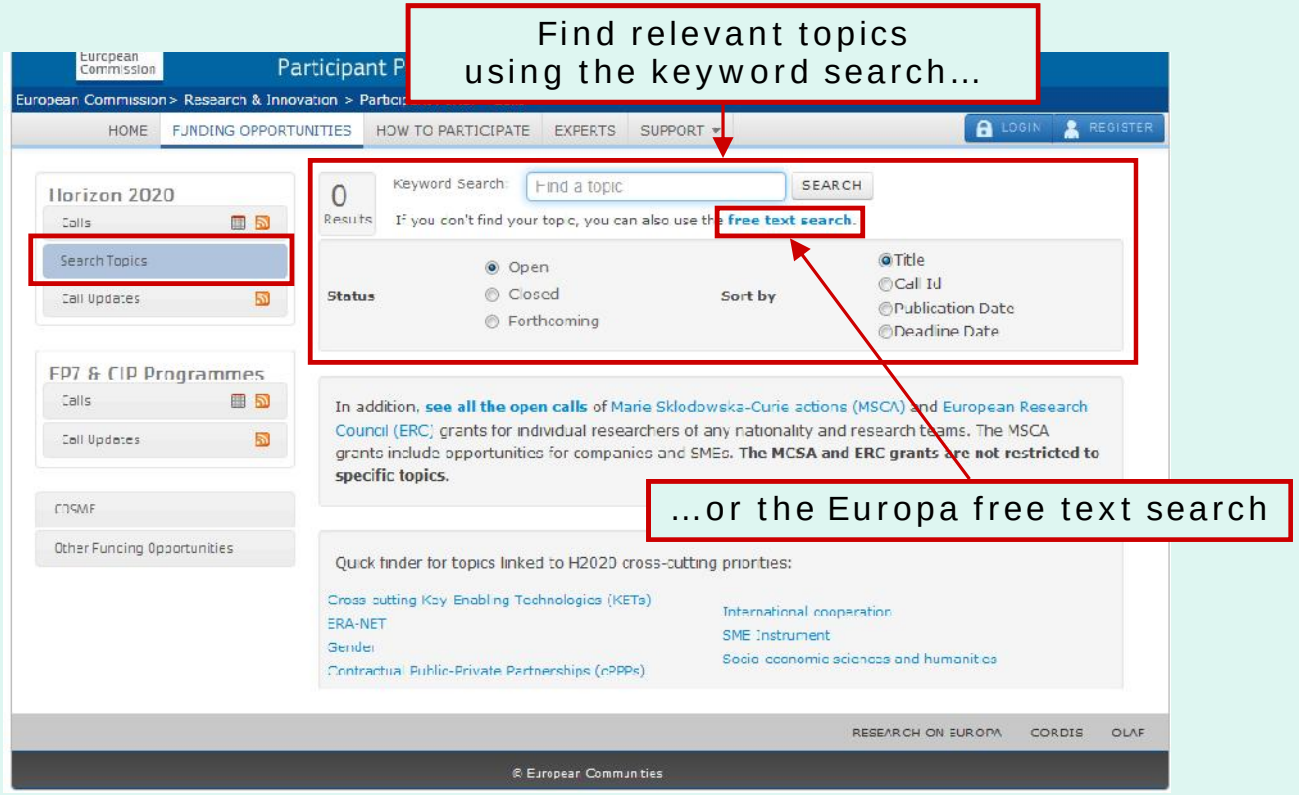
Horizon 2020 calls (2014-2020)
Other calls not directly managed through the Participant Portal
FP7 & CIP calls (2007-2013)
Funding Opportunities
H2020 ONLINE MANUAL
Horizon 2020 - EU research funding from 2014
Seventh Framework Programme (FP7)
Competitiveness and Innovation Framework Programme (CIP)
Horizon 20
Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. The first calls for proposals for Horizon 2020 were published on 11 December 2013. Its simplified rules and submission and grant management toc
For practical guid
H2020 supports SMEs with a new instrument that runs throughout various funded research and innovation
Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.
3rd HEALTH PROGRAMME
The Third Health Programme will run from 2014 to 2020, with a planned budget of 449 million EUR. It will support actions that complement, support and add value to the policies of the Member States to improve the health of
citizens from serious cross-border health threats.

Search Topics



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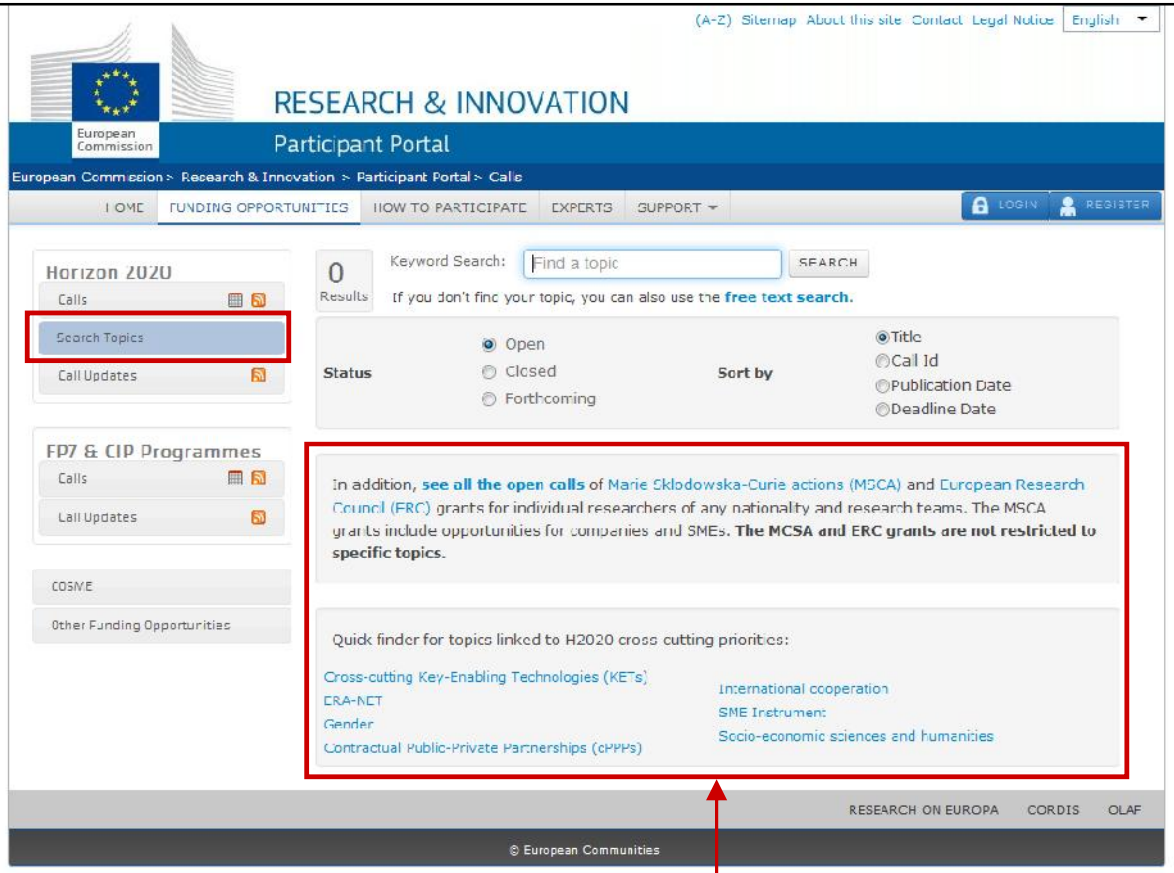
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0 Results
Keyword Search: Find a topic SEARCH
If you don't find your topic, you can also use the free text search.
Status
Open
Closed
Forthcoming
Sort by
Title
Call Id
Publication Date
Deadline Date
In addition, see all the open calls of Marie Sklodowska-Curie actions (MSCA) and European Research Council (ERC) grants for individual researchers of any nationality and research teams. The MSCA grants include opportunities for companies and SMEs. The MCSA and ERC grants are not restricted to specific topics.
Quick finder for topics linked to H2020 cross cutting priorities:
Cross-cutting Key-Enabling Technologies (KETs)
ERA-NET
Gender
Contractual Public-Private Partnerships (cPPPs)
International cooperation
SME Instrument
Socio-economic sciences and humanities
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Some calls and topics are grouped according to predefined criteria

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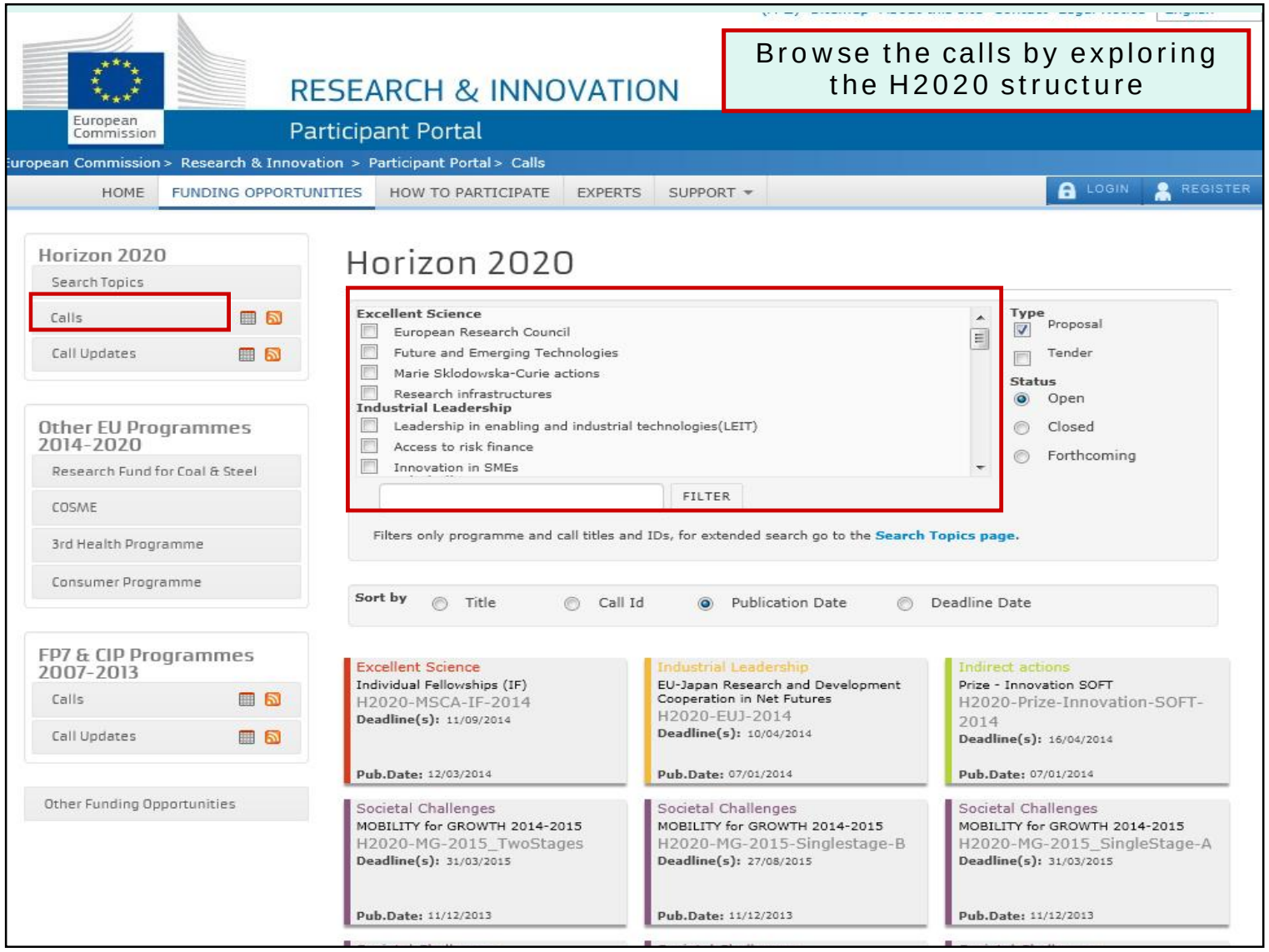
Browse the calls by exploring the H2020 structure
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European Research Council
Future and Emerging Technologies
Marie Sklodowska-Curie actions
Research infrastructures
Industrial Leadership
Leadership in enabling and industrial technologies(LEIT)
Access to risk finance
Innovation in SMEs
FILTER
Type
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Filters only programme and call titles and IDs, for extended search go to the Search Topics page.
Sort by
Title
Call Id
Publication Date
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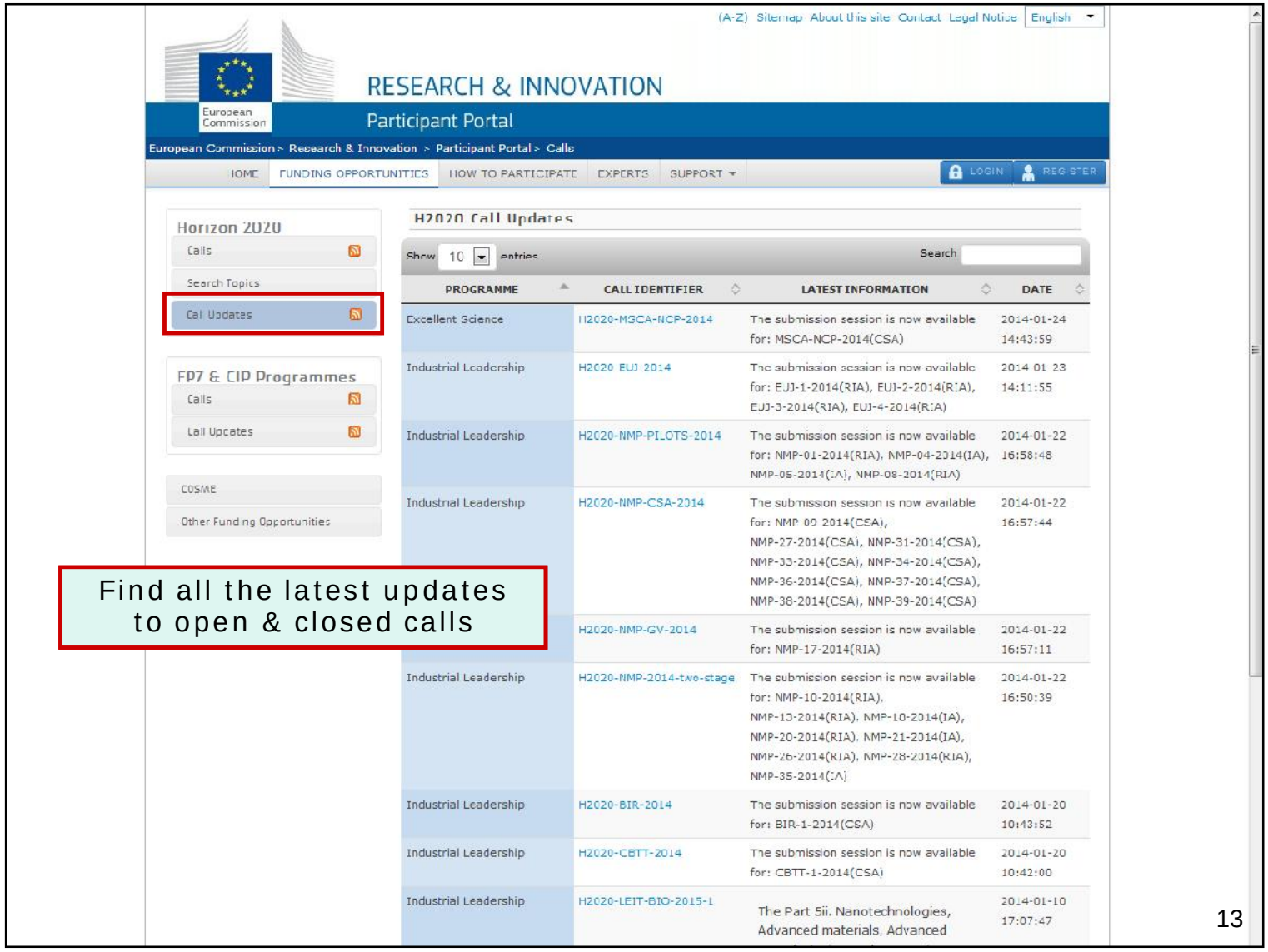
Excellent Science
Individual Fellowships (IF)
H2020-MSCA-IF-2014
Deadline(s): 11/09/2014
Pub.Date: 12/03/2014
Industrial Leadership
EU-Japan Research and Development Cooperation in Net Futures
H2020-EUJ-2014
Deadline(s): 10/04/2014
Pub.Date: 07/01/2014
Indirect actions
Prize - Innovation SOFT
H2020-Prize-Innovation-SOFT-2014
Deadline(s): 16/04/2014
Pub.Date: 07/01/2014
Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015_TwoStages
Deadline(s): 31/03/2015
Pub.Date: 11/12/2013
Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015-Singlestage-B
Deadline(s): 27/08/2015
Pub.Date: 11/12/2013
Societal Challenges
MOBILITY for GROWTH 2014-2015
H2020-MG-2015_SingleStage-A
Deadline(s): 31/03/2015
Pub.Date: 11/12/2013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H2020-MSCA-NCP-2014
The submission session is now available for: MSCA-NCP-2014(CSA)
2014-01-24 14:43:59
Industrial Leadership
H2020 EUJ 2014
The submission session is now available for: EUJ-1-2014(RIA), EUJ-2-2014(RIA), EUJ-3-2014(RIA), EUJ-4-2014(RIA)
2014 01 23 14:11:55
Industrial Leadership
H2020-NMP-PILOTS-2014
The submission session is now available for: NMP-01-2014(RIA), NMP-04-2014(IA), NMP-05-2014(IA), NMP-08-2014(RIA)
2014-01-22 16:58:48
Industrial Leadership
H2020-NMP-CSA-2014
The submission session is now available for: NMP 09 2014(CSA), NMP-27-2014(CSA), NMP-31-2014(CSA), NMP-33-2014(CSA), NMP-34-2014(CSA), NMP-36-2014(CSA), NMP-37-2014(CSA), NMP-38-2014(CSA), NMP-39-2014(CSA)
2014-01-22 16:57:44
H2020-NMP-GV-2014
The submission session is now available for: NMP-17-2014(RIA)
2014-01-22 16:57:11
Industrial Leadership
H2020-NMP-2014-two-stage
The submission session is now available for: NMP-10-2014(RIA), NMP-13-2014(RIA), NMP-18-2014(IA), NMP-20-2014(RIA), NMP-21-2014(IA), NMP-26-2014(RIA), NMP-28-2014(RIA), NMP-35-2014(IA)
2014-01-22 16:50:39
Industrial Leadership
H2020-BIR-2014
The submission session is now available for: BIR-1-2014(CSA)
2014-01-20 10:43:52
Industrial Leadership
H2020-CBTT-2014
The submission session is now available for: CBTT-1-2014(CSA)
2014-01-20 10:42:00
Industrial Leadership
H2020-LEIT-BIO-2015-1
The Part 5ii. Nanotechnologies, Advanced materials, Advanced
2014-01-10 17:07:47
Find all the latest updates to open & closed calls

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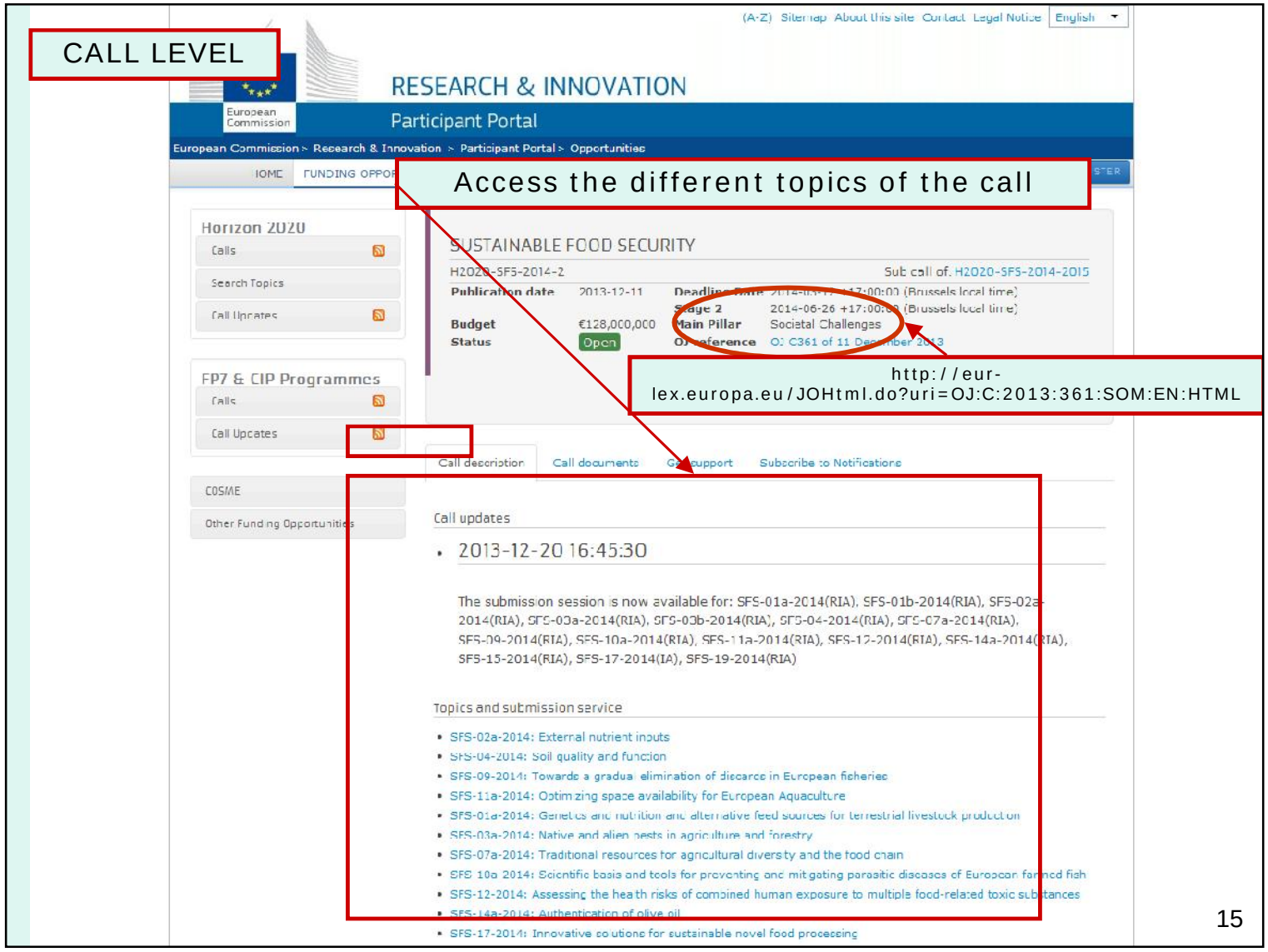
What you can find on the Call page

- Latest information and updates to the call
- Key documents for preparing your proposal that includes both common documents for all topics and those specific to each topic
- Access to the submission system – it is also available from the topic page
- List of support services and helpdesks
- Subscription to e-mail notifications about updates to this call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Publication date 2013-12-11
Stage 2 2014-06-26 +17:00:00 (Brussels local time)
Budget €128,000,000
Main Pillar Societal Challenges
Status Open
http://eur-lex.europa.eu/JOHtml.do?uri=OJ:C:2013:361:SOM:EN:HTML
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2013-12-20 16:45:30
The submission session is now available for: SFS-01a-2014(RIA), SFS-01b-2014(RIA), SFS-02a-2014(RIA), SFS-03a-2014(RIA), SFS-03b-2014(RIA), SFS-04-2014(RIA), SFS-07a-2014(RIA), SFS-09-2014(RIA), SFS-10a-2014(RIA), SFS-11a-2014(RIA), SFS-12-2014(RIA), SFS-14a-2014(RIA), SFS-15-2014(RIA), SFS-17-2014(IA), SFS-19-2014(RIA)
Topics and submission service
SFS-02a-2014: External nutrient inputs
SFS-04-2014: Soil quality and function
SFS-09-2014: Towards a gradual elimination of discards in European fisheries
SFS-11a-2014: Optimizing space availability for European Aquaculture
SFS-01a-2014: Genetics and nutrition and alternative feed sources for terrestrial livestock production
SFS-03a-2014: Native and alien pests in agriculture and forestry
SFS-07a-2014: Traditional resources for agricultural diversity and the food chain
SFS-10a-2014: Scientific basis and tools for preventing and mitigating parasitic diseases of European farmed fish
SFS-12-2014: Assessing the health risks of combined human exposure to multiple food-related toxic substances
SFS-14a-2014: Authentication of olive oil
SFS-17-2014: Innovative solutions for sustainable novel food processing
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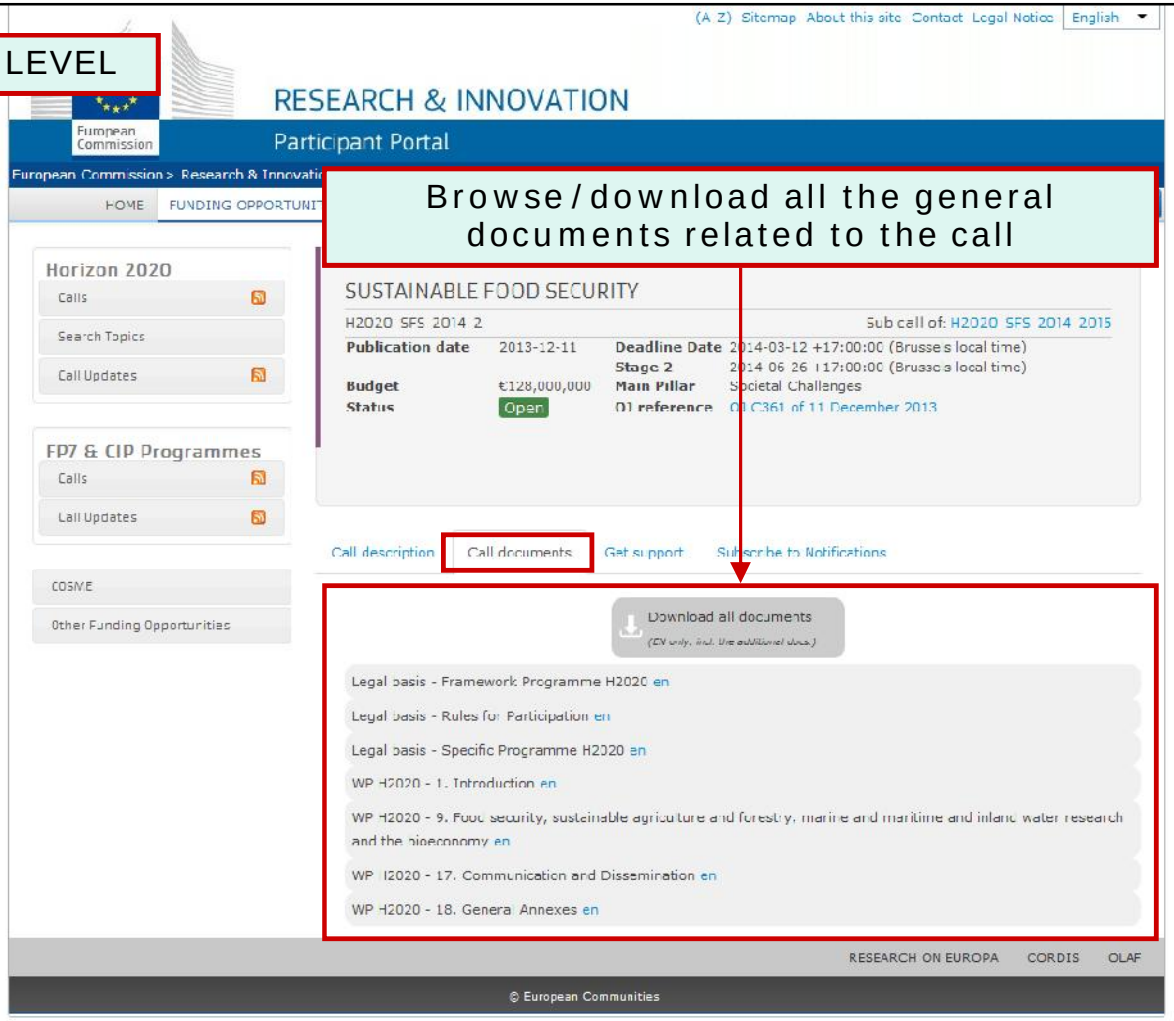
CALL LEVEL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WP H2020 - 17. Communication and Dissemination en
WP H2020 - 18. General Annexes en
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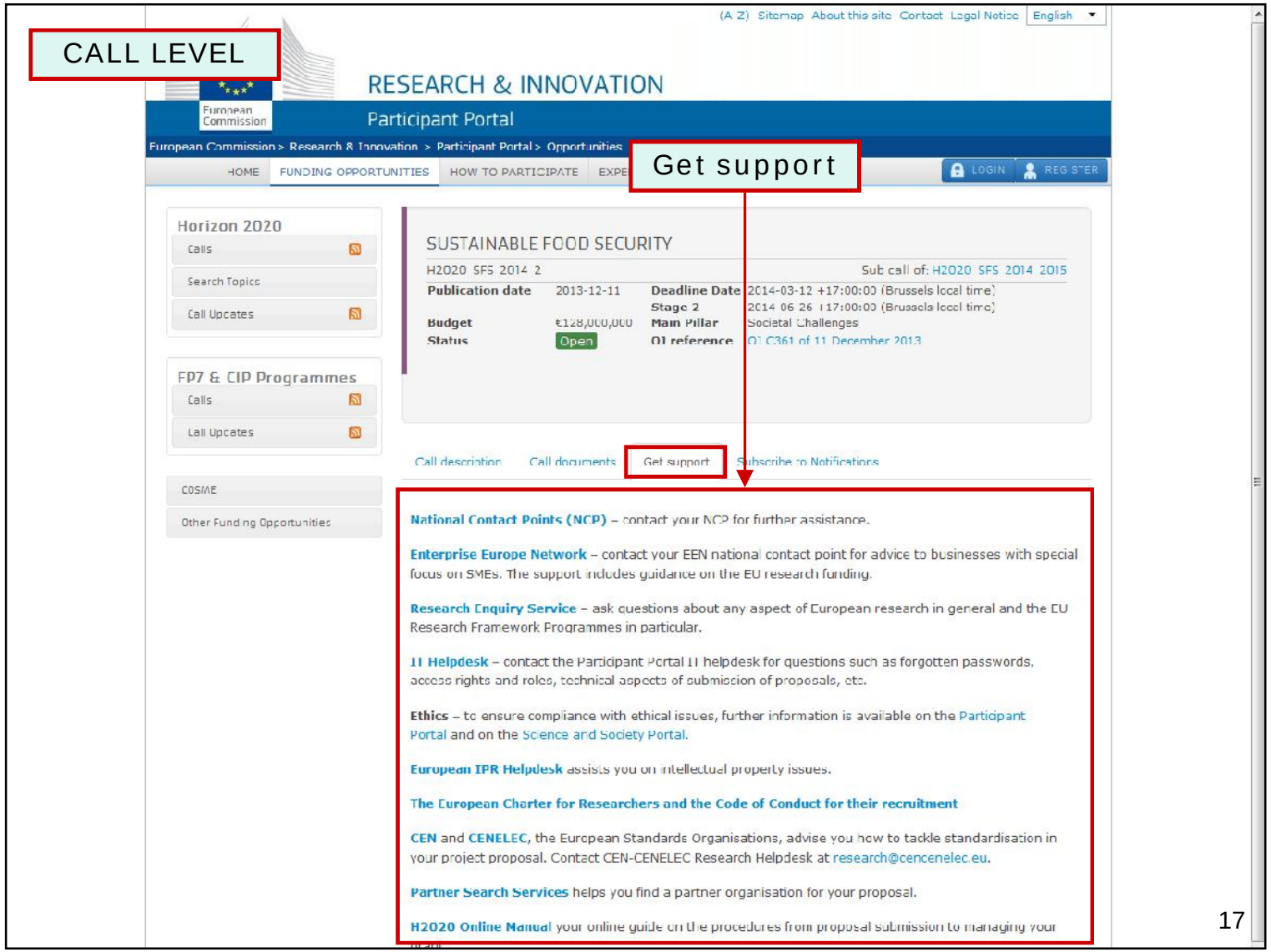
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National Contact Points (NCP) – contact your NCP for further assistance.
Enterprise Europe Network – contact your EEN national contact point for advice to businesses with special focus on SMEs. The support includes guidance on the EU research funding.
Research Enquiry Service – ask questions about any aspect of European research in general and the EU Research Framework Programmes in particular.
IT Helpdesk – contact the Participant Portal IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.
Ethics – to ensure compliance with ethical issues, further information is available on the Participant Portal and on the Science and Society Portal.
European IPR Helpdesk assists you on intellectual property issues.
The European Charter for Researchers and the Code of Conduct for their recruitment
CEN and CENELEC, the European Standards Organisations, advise you how to tackle standardisation in your project proposal. Contact CEN-CENELEC Research Helpdesk at research@cencenelec.eu.
Partner Search Services helps you find a partner organisation for your proposal.
H2020 Online Manual your online guide on the procedures from proposal submission to managing your
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What you can find on the Topic page

- Detailed description of the topic scope, expected impact of projects and its type of action
- Topic conditions including its eligibility and evaluation criteria, pdf-templates of the forms that you will have in the electronic submission system
- Access to the submission system

TOPIC LEVEL
Provides all the explanation about the specific topic (challenge, scope, expected impact, type of action, etc.)
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Stage 2 2014-06-26 +17:00:00 (Brussels local time)
Total Call Budget €128,000,000
Main Pillar Societal Challenges
Status Open
OJ reference OJ C361 of 11 December 2013
Topic: Soil quality and function
SFS-04-2014
Topic Description
Topic Conditions & Documents
Submission Service
Specific challenge: Agricultural soils provide the basis for crop and animal production and in turn are impacted by the different types of land use, water quality, management practices, choice of crops, cultivars and genotypes. Effects include not only changes to chemical and physical soil properties but also to the composition of the soil biological community and plant-soil-microbial interactions. Understanding this complex and fragile interplay is crucial for developing on-farm soil management and conservation practices to increase agricultural productivity whilst avoiding degradation of this virtually non renewable resource in environmentally sustainable ways.
Scope: Proposals should provide a comprehensive analysis of the various types of agricultural land use in Europe along with the effects of agricultural land use and management on soil properties and soil functioning. They should further propose ways by which the 'soil environmental footprint' of different cropping systems and management interventions can be established. Proposals should test new approaches to on farm management that enhance key soil attributes for crop productivity and yield stability taking into account below and above ground aspects. Work should take into account various types of crop and livestock farming systems and pedo-climatic zones across the EU. In line with the objectives of the EU strategy for international cooperation in research and innovation and in particular with the implementation of the EU-China dialogue, proposals are encouraged to include third country participants, especially those established in China[1]. Proposals should fall under the concept of 'multi-actor approach'[2] and allow for adequate involvement of the farming sector in proposed activities.
The Commission considers that proposals requesting a contribution from the EU in the range of EUR 3-5 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.
Expected Impact:
· Improved capacity and methods to assess soil-management interactions and their impact on soil functions
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TOPIC LEVEL
Select a topic then
browse/download
all the specific topic-related documents
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Total Call Budget €128,000,000
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Status Open
OJ reference OJ C361 of 11 December 2013
Topic: Soil quality and function
SFS 04 2014
Topic Description
Topic Conditions & Documents
Submission Service
For reference documents applying to the entire call for proposals, please see here
Please read carefully all provisions below before the preparation of your application.
1. List of countries and applicable rules for funding: described in part A of the General Annexes of the General Work Programme.
2. Eligibility and admissibility conditions: described in part B and C of the General Annexes of the General Work Programme.
3. Evaluation
3.1 Evaluation criteria and procedure, scoring and threshold: described in part H of the General Annexes of the General Work Programme.
3.2 Guide to the submission and evaluation process
4. Proposal page limits and layout: Please refer to Part B of the standard proposal template.
5. Indicative timetable for evaluation and grant agreement:
Information on the outcome of one stage evaluation: maximum 5 months from the final date for submission.

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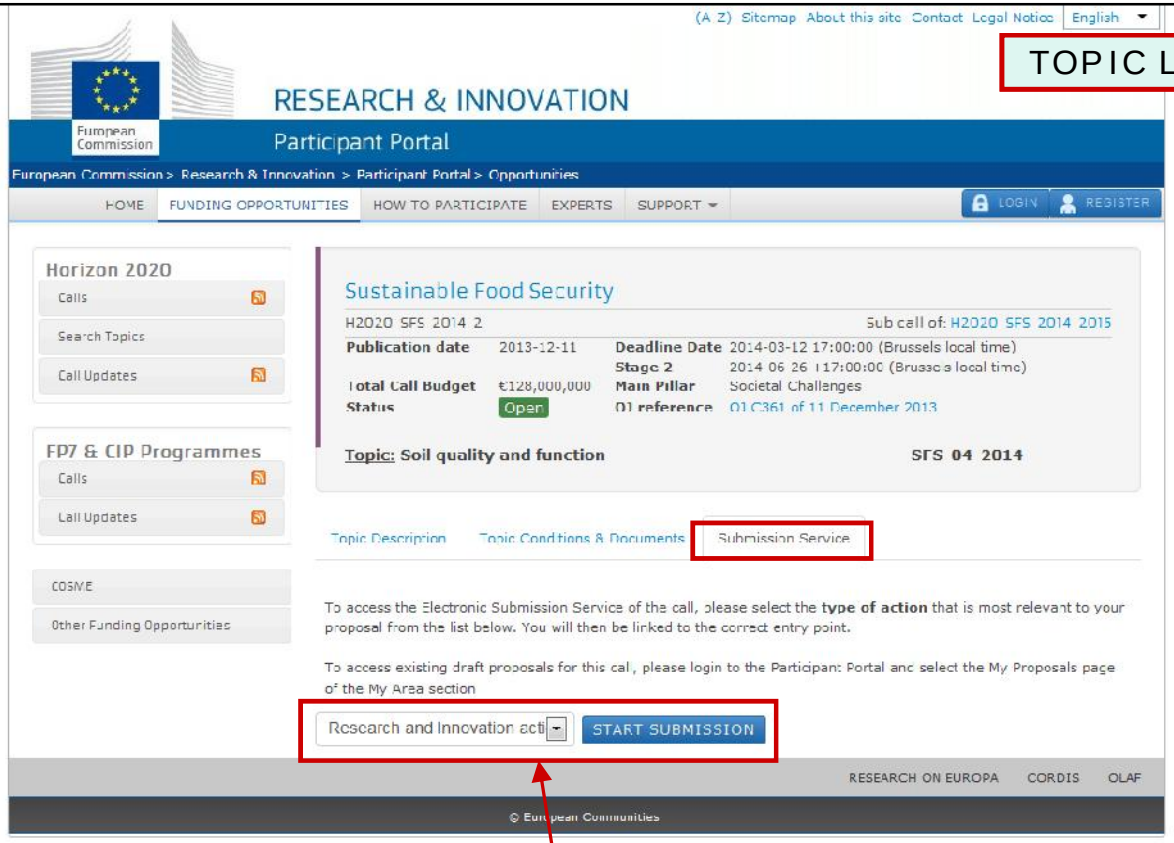
TOPIC LEVEL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Topic: Soil quality and function
SFS 04 2014
Topic Description
Topic Conditions & Documents
Submission Service
To access the Electronic Submission Service of the call, please select the type of action that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.
To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section
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1. Select your topic
2. Select the action type
3. Access the electronic submission tool after login

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European Commission > Research & Innovation > Participant Portal > Home
HOME
FUNDING OPPORTUNITIES
HOW TO PARTICIPATE
EXPERTS
SUPPORT
LOGIN
REGISTER
Register or log in to your ECAS account
Horizon 2020 Funding
Starting from 1/1/2014
On this site you can find and secure funding for research & innovation projects under the following EU programmes:
2014 2020 Horizon 2020 research and innovation framework programme
2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
Non-registered users
search for funding
read the funding guide & download the legal documents
check if an organisation is already registered
contact our support services or check our FAQs
Registered users
submit your proposal
sign the grant
manage your project throughout its lifecycle
WHAT'S NEW?
FUNDING OPPORTUNITIES
HOW TO PARTICIPATE
WORK AS AN EXPERT
MY PERSONAL AREA
INFORMATION AND SUPPORT
RESEARCH ON EUROPA
CORDIS
OLAF
© European Communities

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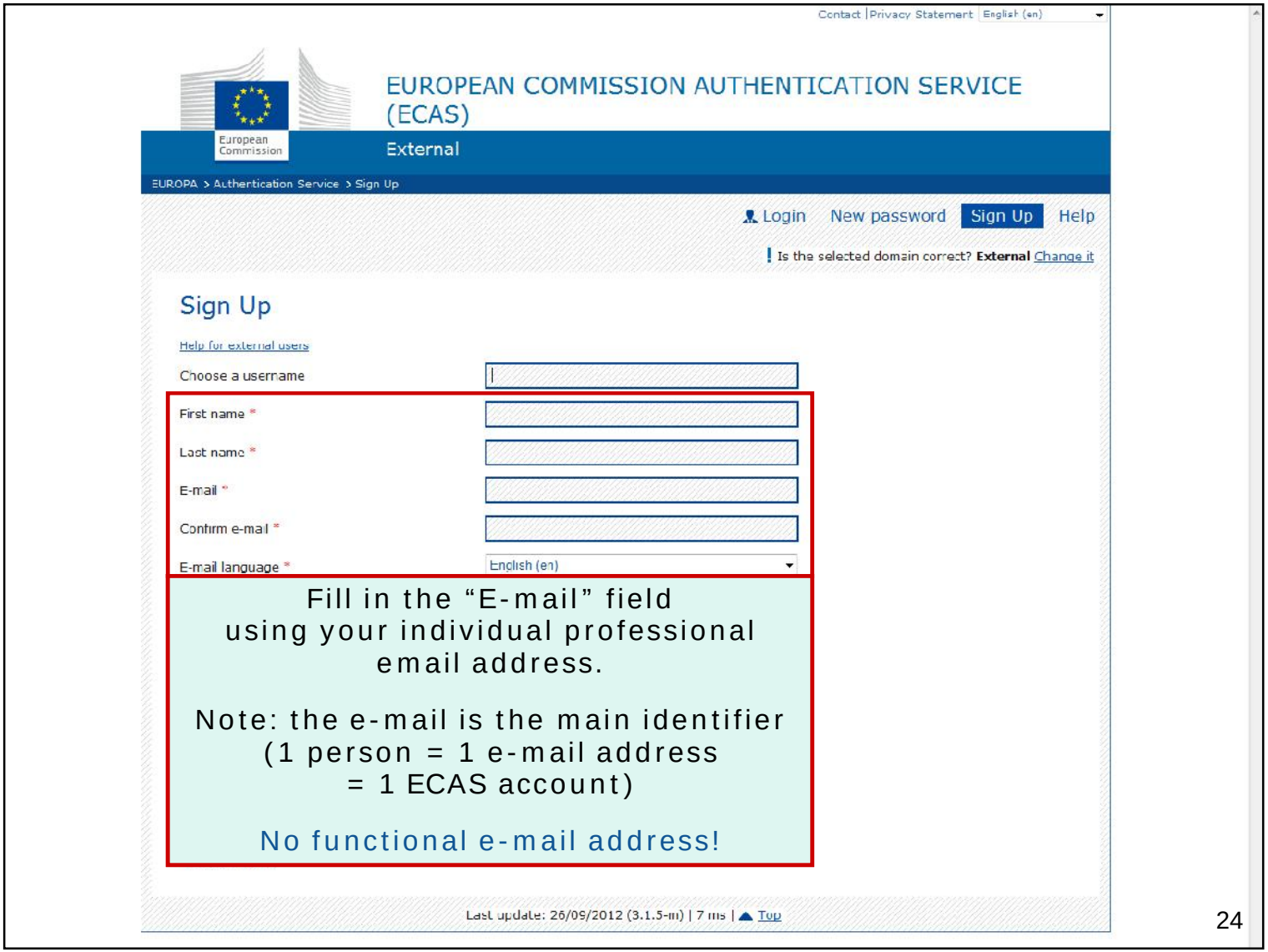
Participant Portal after login

What is “ECAS” ?

ECAS means European Commission Authentication System.
It is the system for logging on to a whole range of web sites and online services run by the Commission.

This ensures a secure, “single sign-on” approach:
1 person = 1 e-mail address = 1 ECAS account.

The creation of an ECAS account is free and easy.


Contact | Privacy Statement | English (en)
EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
European Commission
External
EUROPA > Authentication Service > Sign Up
Login
New password
Sign Up
Help
Is the selected domain correct? External Change it
Sign Up
Help for external users
Choose a username
First name *
Last name *
E-mail *
Confirm e-mail *
E-mail language *
English (en)
Fill in the "E-mail" field using your individual professional email address.
Note: the e-mail is the main identifier (1 person = 1 e-mail address = 1 ECAS account)
No functional e-mail address!
Last update: 26/09/2012 (3.1.5-m) | 7 ms | Top

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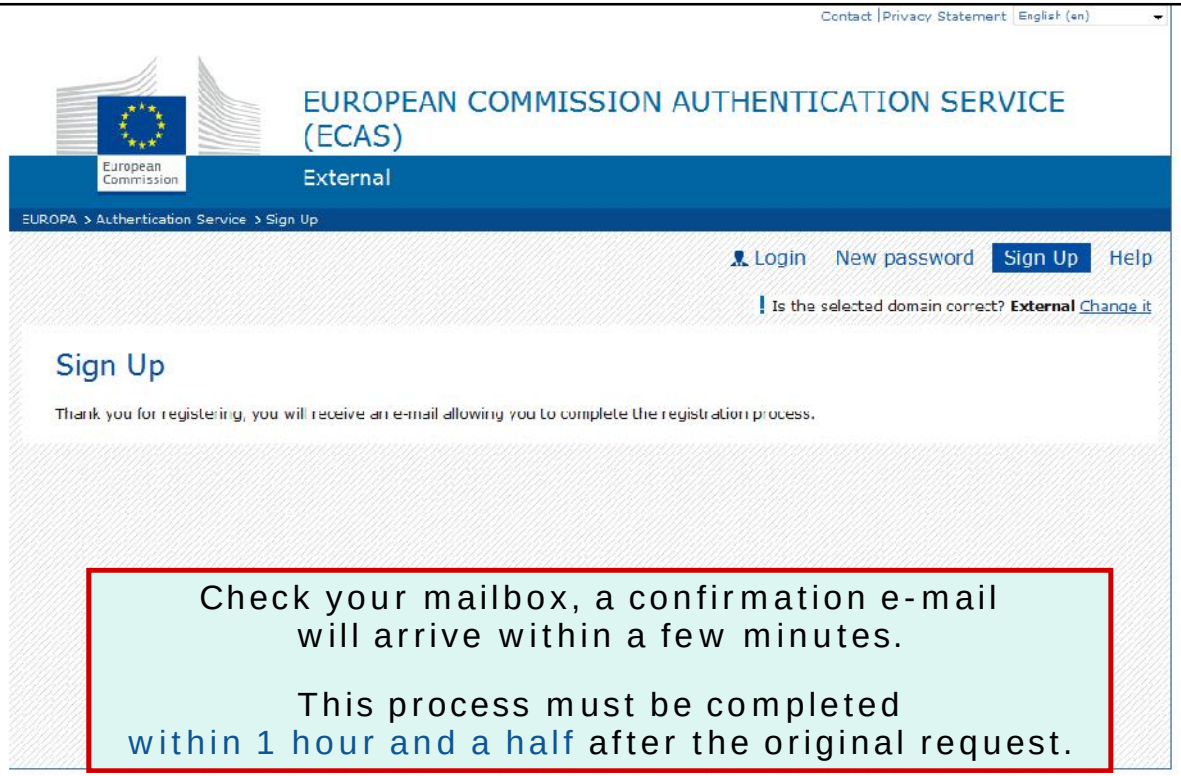
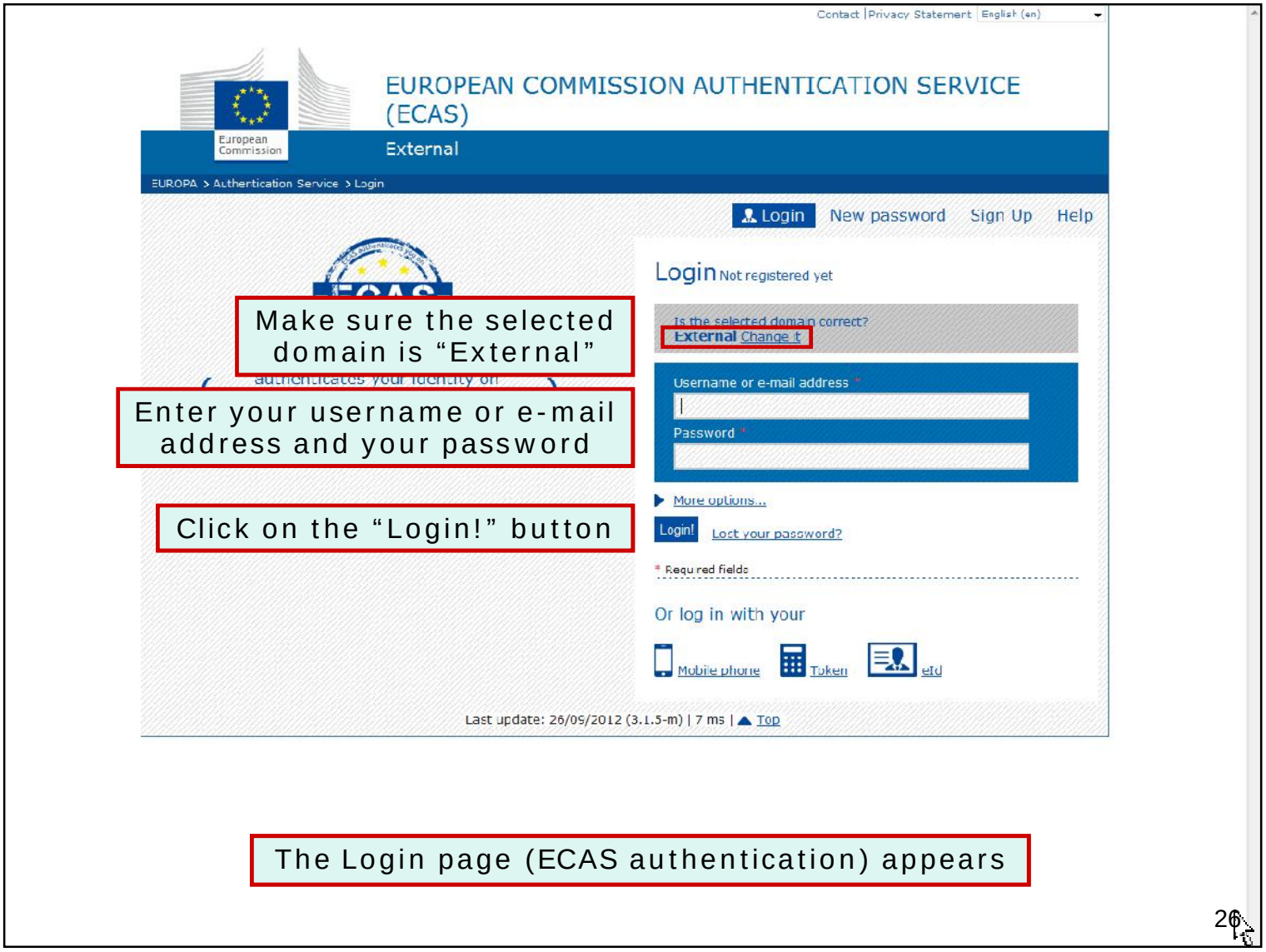

Contact | Privacy Statement | English (en)
EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
European Commission
External
EUROPA > Authentication Service > Sign Up
Login
New password
Sign Up
Help
Is the selected domain correct? External Change it
Sign Up
Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

Check your mailbox, a confirmation e-mail will arrive within a few minutes.

This process must be completed within 1 hour and a half after the original request.

Following a confirmation you can log in to the Portal.

Important: ECAS credentials are strictly confidential!


Contact | Privacy Statement | English (en)
EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
European Commission
External
EUROPA > Authentication Service > Login
Login
New password
Sign Up
Help
Login Not registered yet
Is the selected domain correct?
External Change it
Username or e-mail address *
Password *
More options...
Login!
Lost your password?
* Required fields
Or log in with your
Mobile phone
Token
eId
Last update: 26/09/2012 (3.1.5-m) | 7 ms | Top
Make sure the selected domain is "External"
Enter your username or e-mail address and your password
Click on the "Login!" button
The Login page (ECAS authentication) appears
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(A-Z) Sitemap About this site Contact Legal Notice English
European Commission
RESEARCH & INNOVATION
Participant Portal
European Commission > Research & Innovation > Participant Portal > Home
MY AREA
HOME
FUNDING OPPORTUNITIES
HOW TO PARTICIPATE
EXPERTS
SUPPORT
DEMO ACCOUNT
My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area
Horizon 2020 Funding
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2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
Non-registered users
search for funding
read the funding guide & download the legal documents
check if an organisation is already registered
contact our support services or check our FAQs
Registered users
submit your proposal
sign the grant
manage your project throughout its lifecycle
WHAT'S NEW?
FUNDING
HOW TO
WORK AS AN
MY PERSONAL
INFORMATION

You are now logged in to the Participant Portal.

Your personal folders are available on the left hand side.

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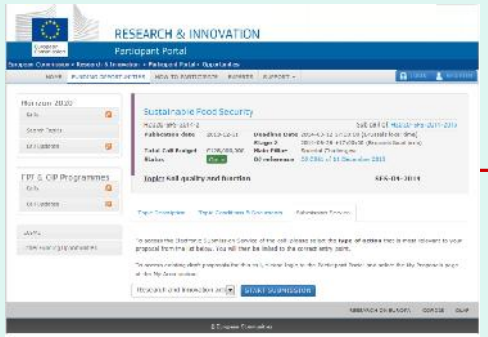
Proposal submission step-by-step

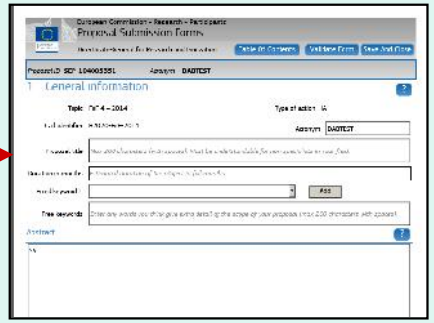
Select topic and type of action
Login



Pre-registration

Consortium set-up

Administrative form
& Part B or Annexes



Form filling

Submission

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Proposal Submission Service

1. Select your topic
2. Select the action type
3. Log in or create your ECAS account to access the proposal submission system
4. Prepare your draft proposal
5. Continue the preparation or quit and come back later

The tool is available from call/submission launch to a until call deadline.

My Proposal(s)

Look for the My Proposals folder in the Portal

to edit draft or submitted proposals, delete or withdraw them once they are in a draft or submitted state.

To create new proposals, always start from the topic page!

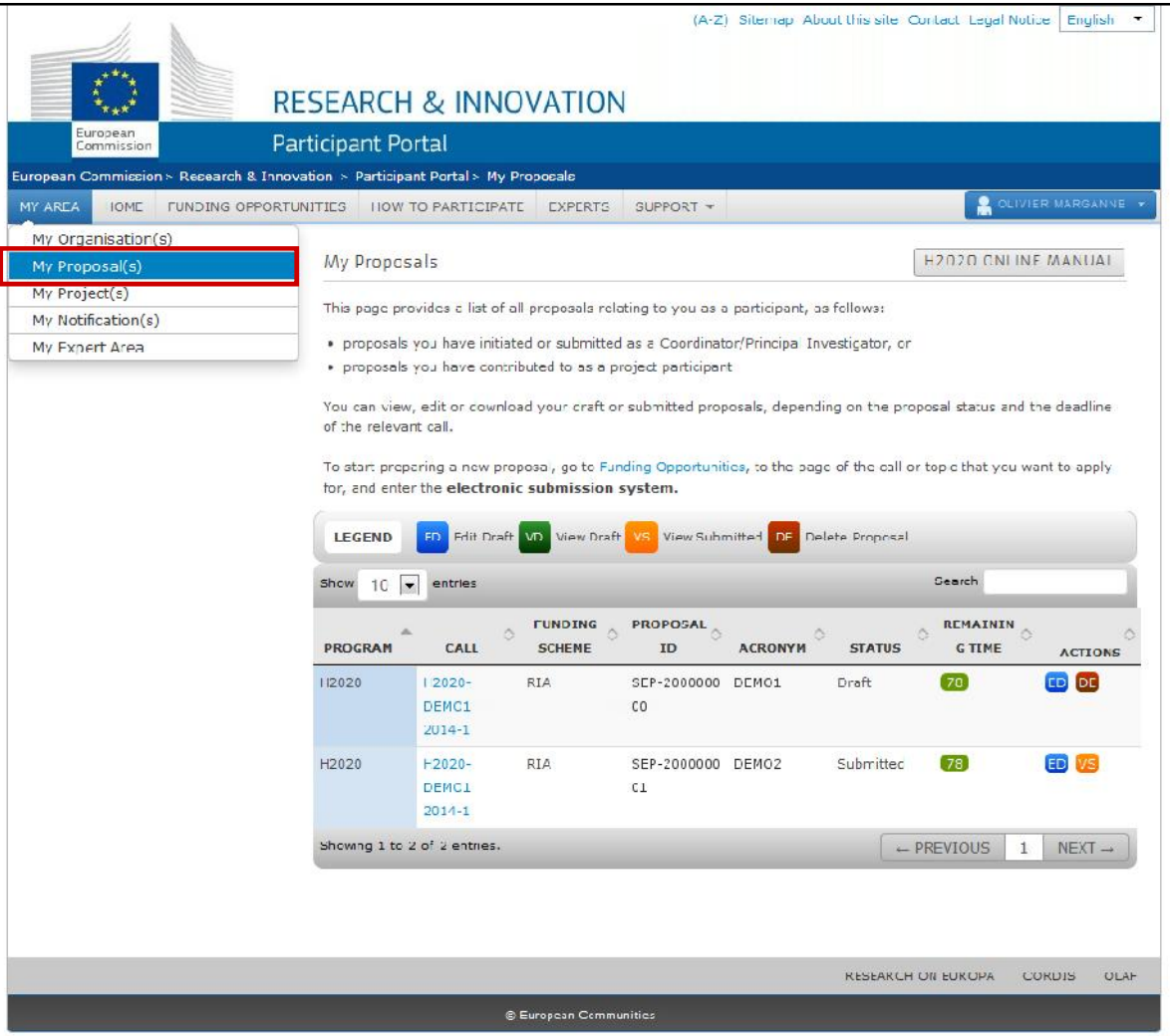
Participant Portal services: after login

My Proposal(s)

PIC numbers are required in the proposal submission system, therefore participants are encouraged to register their organisations as soon as possible before drafting a proposal.

Proposals are composed of:

- Part A: the administrative information (list of participants, legal and financial structured forms, etc.);
- Part B: a PDF document with the scientific and technical contents;
- There may be additional documents (optional).


(A-Z) Sitemap About this site Contact Legal Notice English
European Commission
RESEARCH & INNOVATION
Participant Portal
European Commission > Research & Innovation > Participant Portal > My Proposals
MY AREA
HOME
FUNDING OPPORTUNITIES
HOW TO PARTICIPATE
EXPERTS
SUPPORT
OLIVIER MARGANNE
My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area
My Proposals
H2020 ONLINE MANUAL
This page provides a list of all proposals relating to you as a participant, as follows:
• proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
• proposals you have contributed to as a project participant
You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.
To start preparing a new proposal, go to Funding Opportunities, to the page of the call or topic that you want to apply for, and enter the electronic submission system.
LEGEND
ED Edit Draft
VD View Draft
VS View Submitted
DE Delete Proposal
Show 10 entries
Search
PROGRAM
CALL
FUNDING SCHEME
PROPOSAL ID
ACRONYM
STATUS
REMAINING TIME
ACTIONS
H2020
H2020-DEMO1-2014-1
RIA
SEP-200000000
DEMO1
Draft
70
ED DE
H2020
H2020-DEMO1-2014-1
RIA
SEP-200000000
DEMO2
Submitted
78
ED VS
Showing 1 to 2 of 2 entries.
← PREVIOUS
1
NEXT →
RESEARCH ON EUROPA
CORDIS
OLAF
© European Communities

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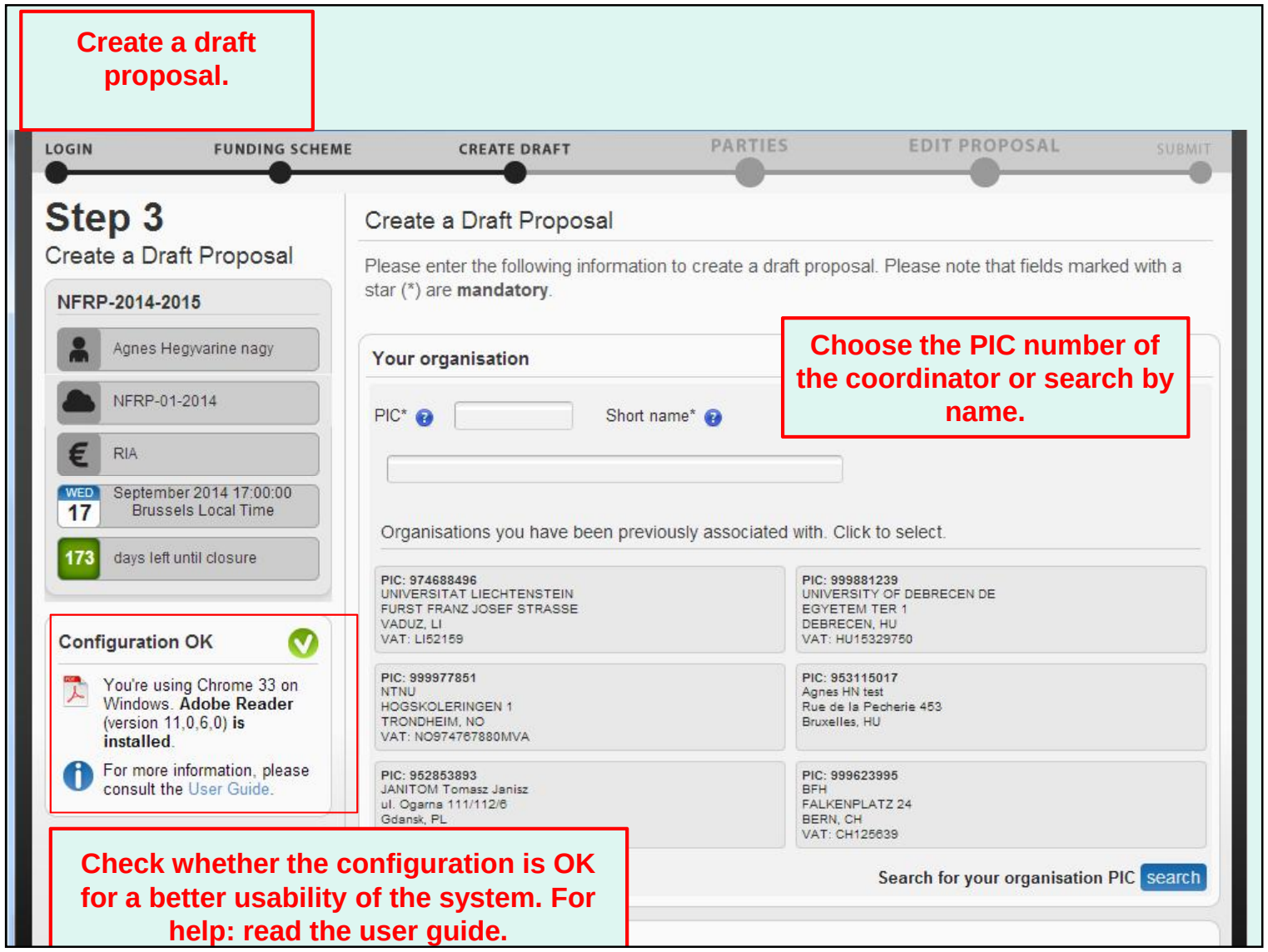
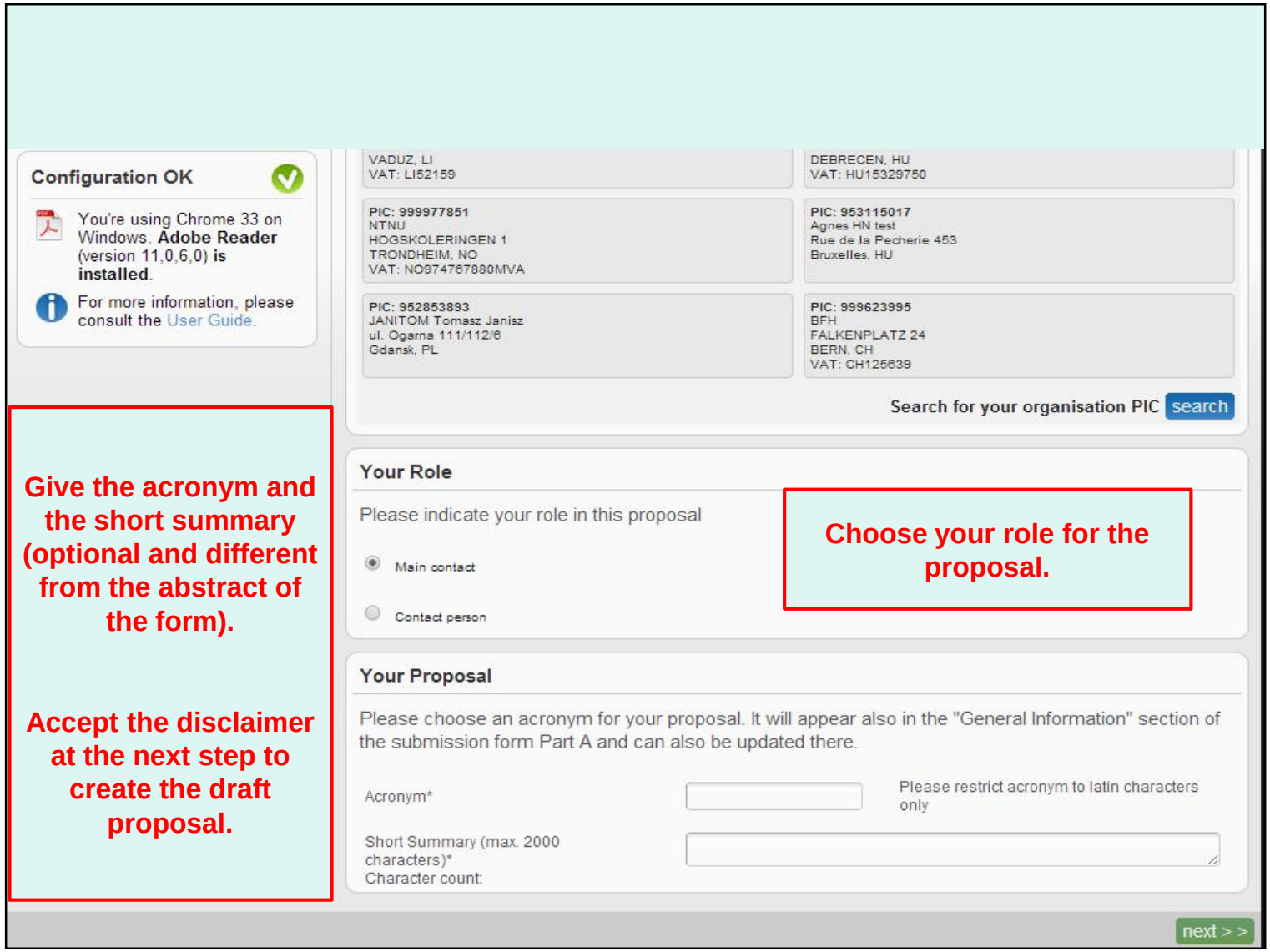
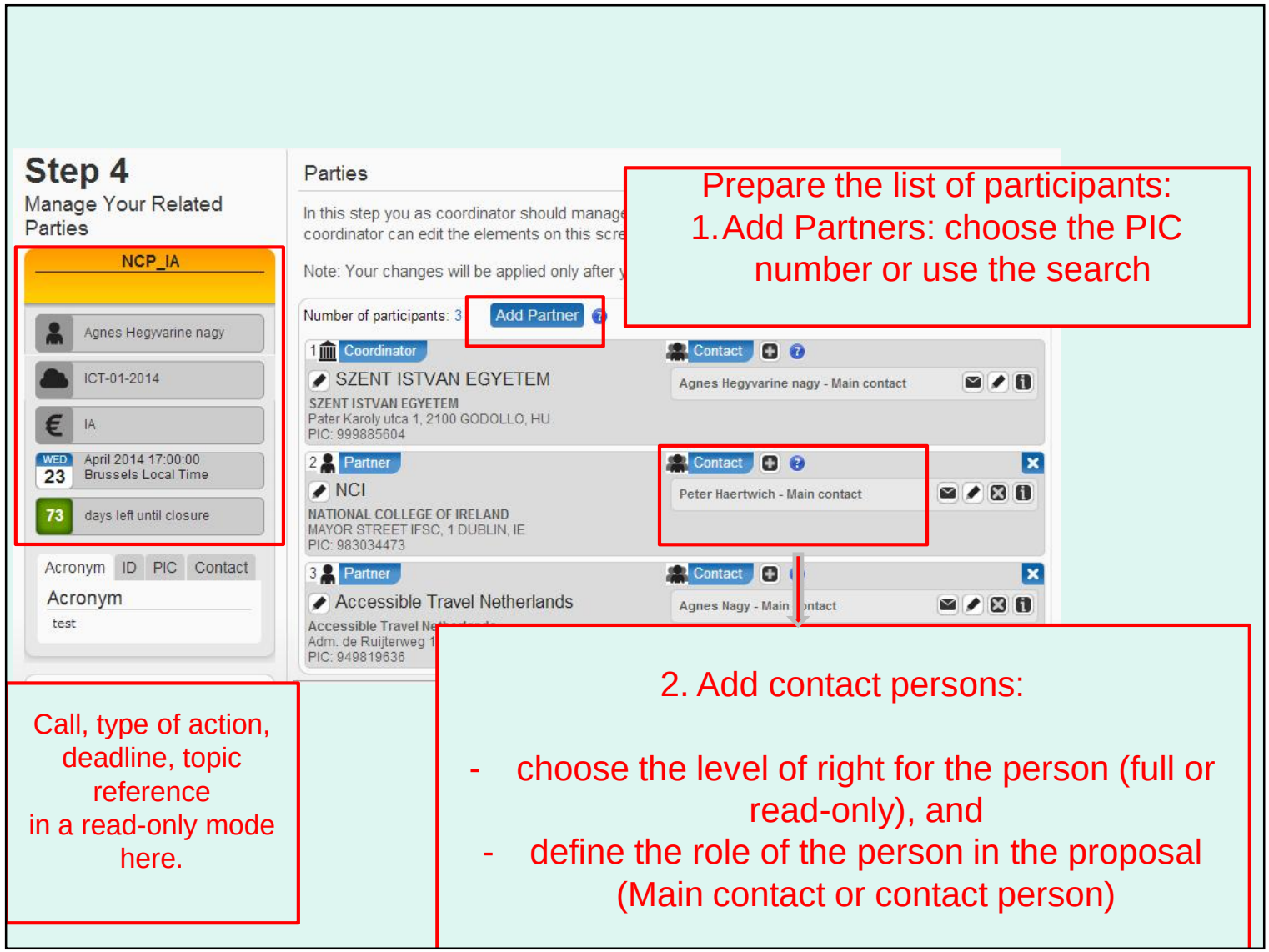

Create a draft proposal.
LOGIN
FUNDING SCHEME
CREATE DRAFT
PARTIES
EDIT PROPOSAL
SUBMIT
Step 3
Create a Draft Proposal
NFRP-2014-2015
Agnes Hegyvarine nagy
NFRP-01-2014
RIA
WED 17 September 2014 17:00:00 Brussels Local Time
173 days left until closure
Configuration OK
You're using Chrome 33 on Windows. Adobe Reader (version 11,0,6,0) is installed.
For more information, please consult the User Guide.
Create a Draft Proposal
Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are mandatory.
Your organisation
PIC*
Short name*
Choose the PIC number of the coordinator or search by name.
Organisations you have been previously associated with. Click to select.
PIC: 974688496
UNIVERSITAT LIECHTENSTEIN
FURST FRANZ JOSEF STRASSE
VADUZ, LI
VAT: LI52159
PIC: 999881239
UNIVERSITY OF DEBRECEN DE
EGYETEM TER 1
DEBRECEN, HU
VAT: HU15329750
PIC: 999977851
NTNU
HOGSKOLERINGEN 1
TRONDHEIM, NO
VAT: NO974767880MVA
PIC: 953115017
Agnes HN test
Rue de la Pecherie 453
Bruxelles, HU
PIC: 952853893
JANITOM Tomasz Janisz
ul. Ogarna 111/112/6
Gdansk, PL
PIC: 999623995
BFH
FALKENPLATZ 24
BERN, CH
VAT: CH125639
Search for your organisation PIC
search
Check whether the configuration is OK for a better usability of the system. For help: read the user guide.


Configuration OK
You're using Chrome 33 on Windows. Adobe Reader (version 11,0,6,0) is installed.
For more information, please consult the User Guide.
VADUZ, LI
VAT: LI52159
DEBRECEN, HU
VAT: HU15329750
PIC: 999977851
NTNU
HOGSKOLERINGEN 1
TRONDHEIM, NO
VAT: NO974767880MVA
PIC: 953115017
Agnes HN test
Rue de la Pecherie 453
Bruxelles, HU
PIC: 952853893
JANITOM Tomasz Janisz
ul. Ogarna 111/112/6
Gdansk, PL
PIC: 999623995
BFH
FALKENPLATZ 24
BERN, CH
VAT: CH125639
Search for your organisation PIC
search
Your Role
Please indicate your role in this proposal
Main contact
Contact person
Choose your role for the proposal.
Your Proposal
Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.
Acronym*
Please restrict acronym to latin characters only
Short Summary (max. 2000 characters)*
Character count:
Give the acronym and the short summary (optional and different from the abstract of the form).
Accept the disclaimer at the next step to create the draft proposal.
next > >

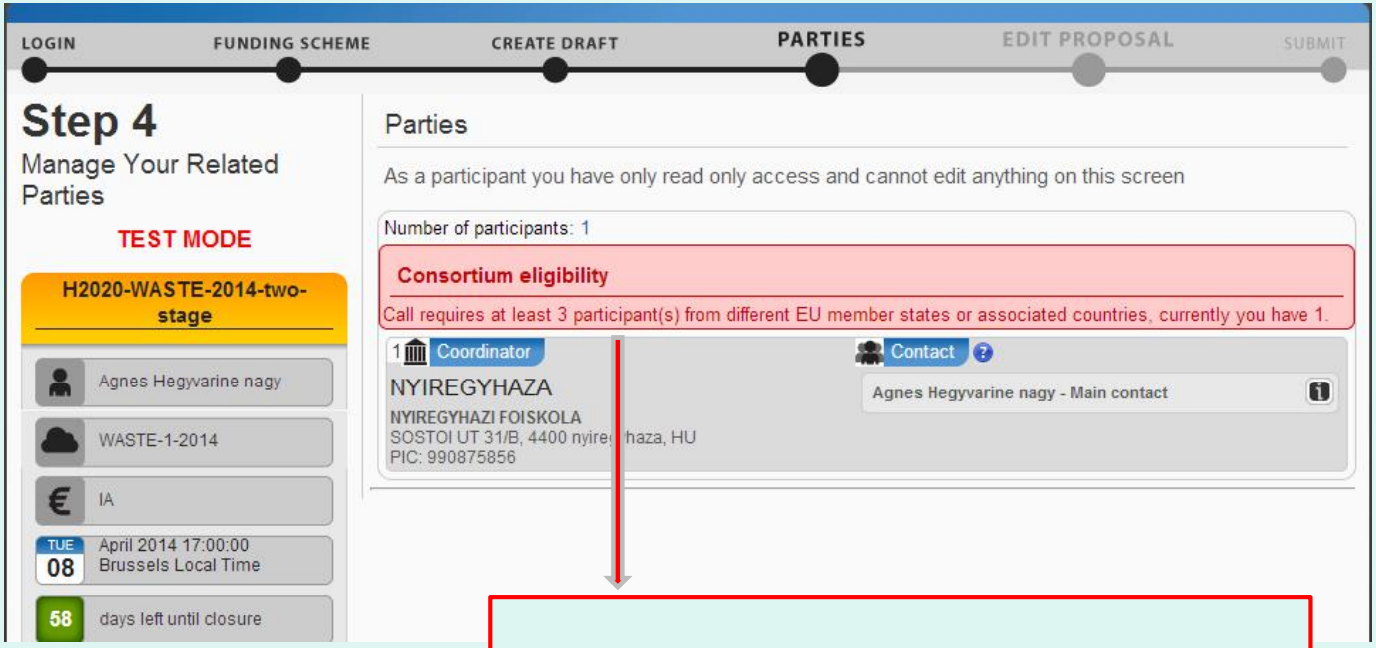

Step 4
Manage Your Related Parties
NCP_IA
Agnes Hegyvarine nagy
ICT-01-2014
IA
WED 23 April 2014 17:00:00 Brussels Local Time
73 days left until closure
Acronym ID PIC Contact
Acronym
test
Parties
In this step you as coordinator should manage
coordinator can edit the elements on this scre
Note: Your changes will be applied only after y
Number of participants: 3
Add Partner
1 Coordinator
SZENT ISTVAN EGYETEM
SZENT ISTVAN EGYETEM
Pater Karoly utca 1, 2100 GODOLLO, HU
PIC: 999885604
Contact
Agnes Hegyvarine nagy - Main contact
2 Partner
NCI
NATIONAL COLLEGE OF IRELAND
MAYOR STREET IFSC, 1 DUBLIN, IE
PIC: 983034473
Contact
Peter Haertwich - Main contact
3 Partner
Accessible Travel Netherlands
Adm. de Ruijterweg 1
PIC: 949819636
Contact
Agnes Nagy - Main
Prepare the list of participants:
1. Add Partners: choose the PIC number or use the search
Call, type of action, deadline, topic reference in a read-only mode here.
2. Add contact persons:
- choose the level of right for the person (full or read-only), and
- define the role of the person in the proposal (Main contact or contact person)

Access rights in the proposals

- The first person who starts to draft the proposal will give access rights to the other contact persons.
- Access rights are given with the help of the **e-mail** (and name). Upon saving, the system sends **and automatic invitation**.
- If the person does not have an ECAS account yet, one will be created and the person will receive an invitation to finalise the ECAS creation and then can access the proposal.
- Access right types:
  Full access = Coordinator Contact or Participant Contact
  or read-only rights = Team Member
- **Only coordinator contacts can modify the list of participants and give access rights to other people**

Access rights in the proposals

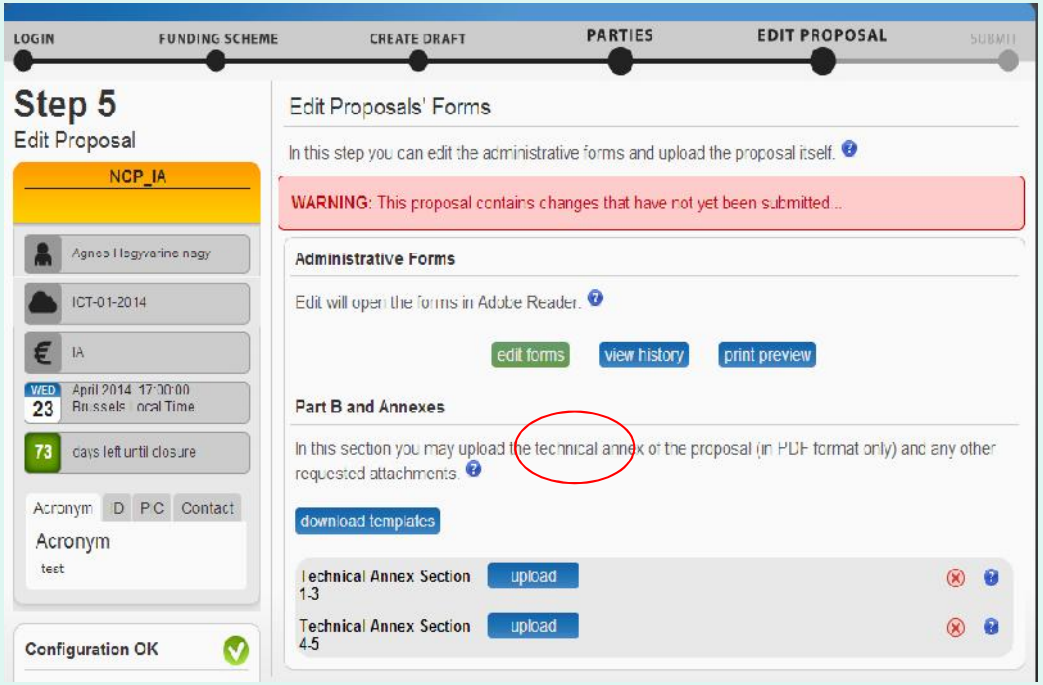
- All contact persons receive access rights and are listed in Part A: main contact persons with full details;
  other contacts with minimum data;
  Fellows/Principal Investigators with a researcher 'profile.
- Authorised representative data is not required any longer in the proposals.
- Coordinator contacts with full access rights can edit all parts of the proposal, can upload the technical annexes and submit the proposal.
- Participant contacts can edit their parts of the administrative form and can read only the other parts.
- Section 2: participant data based on the beneficiary register in a read-only mode for everyone. Only the LEAR/self-registrant can modify the organisation data in the beneficiary register.



If the eligibility rules are not met, eg. minimum number of partners, type of countries, an eligibility warning is displayed.

Prepare the administrative form:

Edit form



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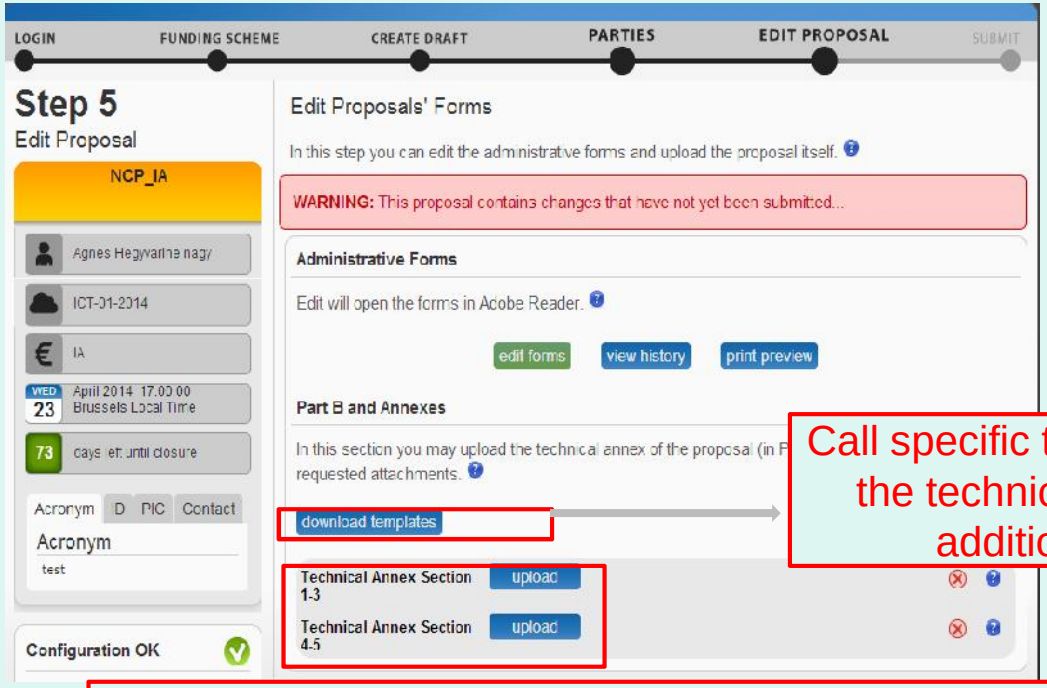
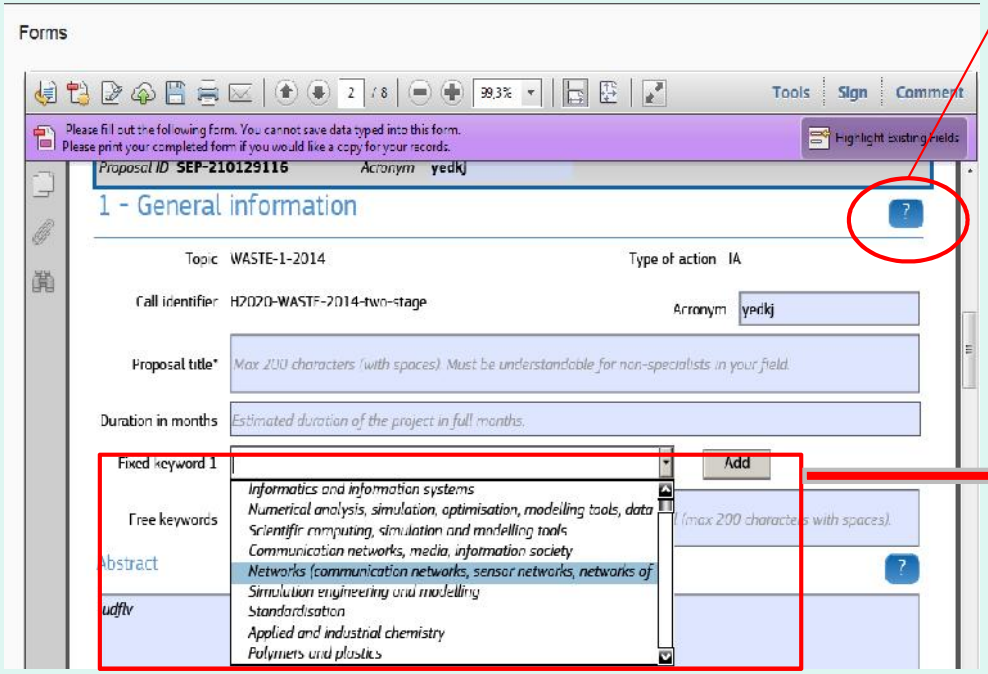


Call specific templates to prepare the technical annex and any additional annexes.

Usual set-up:

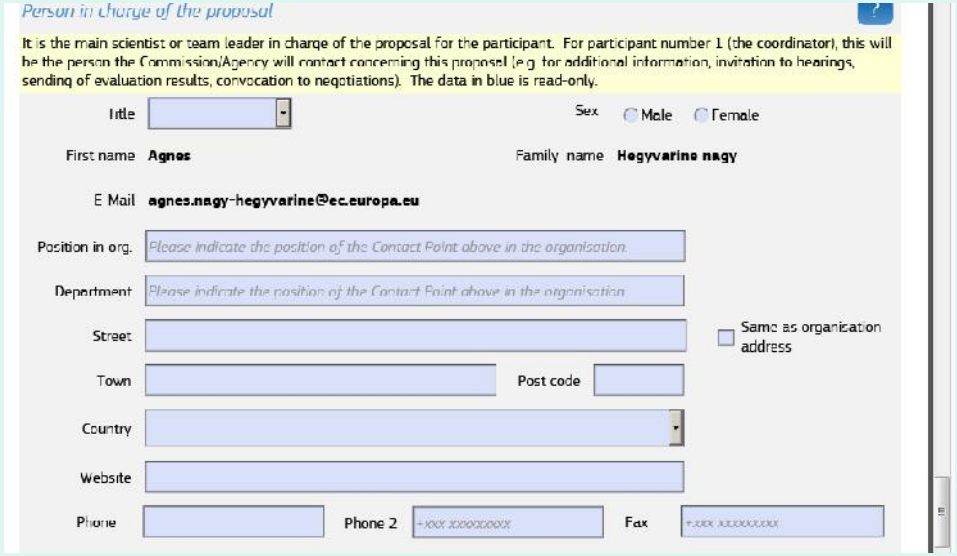
- Technical annex 1-3 with a page limit. Above the page limit the system puts a watermark on the excess pages.
- Technical annex 4-5: usually no page limit applies.
- Additional ethics annex as optional document.

Read guidance in the form: more help is given behind the question marks or as ghost text within the boxes.

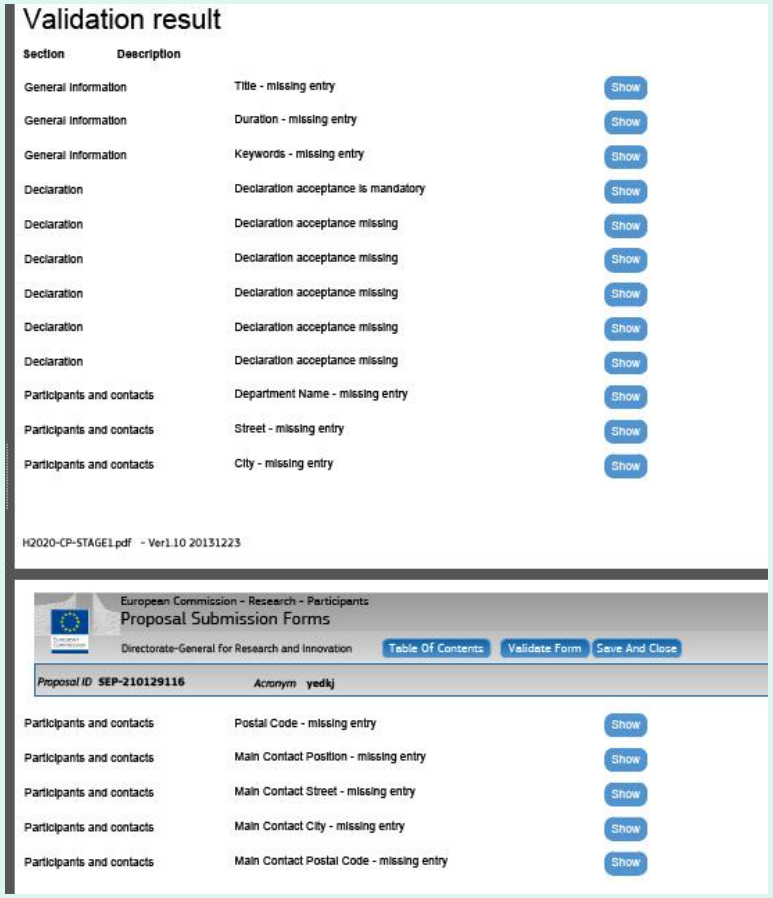

Forms
Tools
Sign
Comment
Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.
Highlight existing fields
Proposal ID SEP-210129116
Acronym yedkj
1 - General information
Topic WASTE-1-2014
Type of action IA
Call identifier H2020-WASTE-2014-two-stage
Acronym yedkj
Proposal title*
Max 200 characters (with spaces). Must be understandable for non-specialists in your field.
Duration in months
Estimated duration of the project in full months.
Fixed keyword 1
Add
Free keywords
(max 200 characters with spaces).
Abstract
udfiv
Informatics and information systems
Numerical analysis, simulation, optimisation, modelling tools, data
Scientific computing, simulation and modelling tools
Communication networks, media, information society
Networks (communication networks, sensor networks, networks of
Simulation engineering and modelling
Standardisation
Applied and industrial chemistry
Polymers and plastics

Choose your keywords

Contact persons


Person in charge of the proposal
It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the Commission/Agency will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations). The data in blue is read-only.
Title
Sex
Male
Female
First name
Agnes
Family name
Hegyvarine nagy
E Mail
agnes.nagy-hegyvarine@ec.europa.eu
Position in org.
Please indicate the position of the Contact Point above in the organisation
Department
Please indicate the position of the Contact Point above in the organisation
Street
Same as organisation address
Town
Post code
Country
Website
Phone
Phone 2
Fax

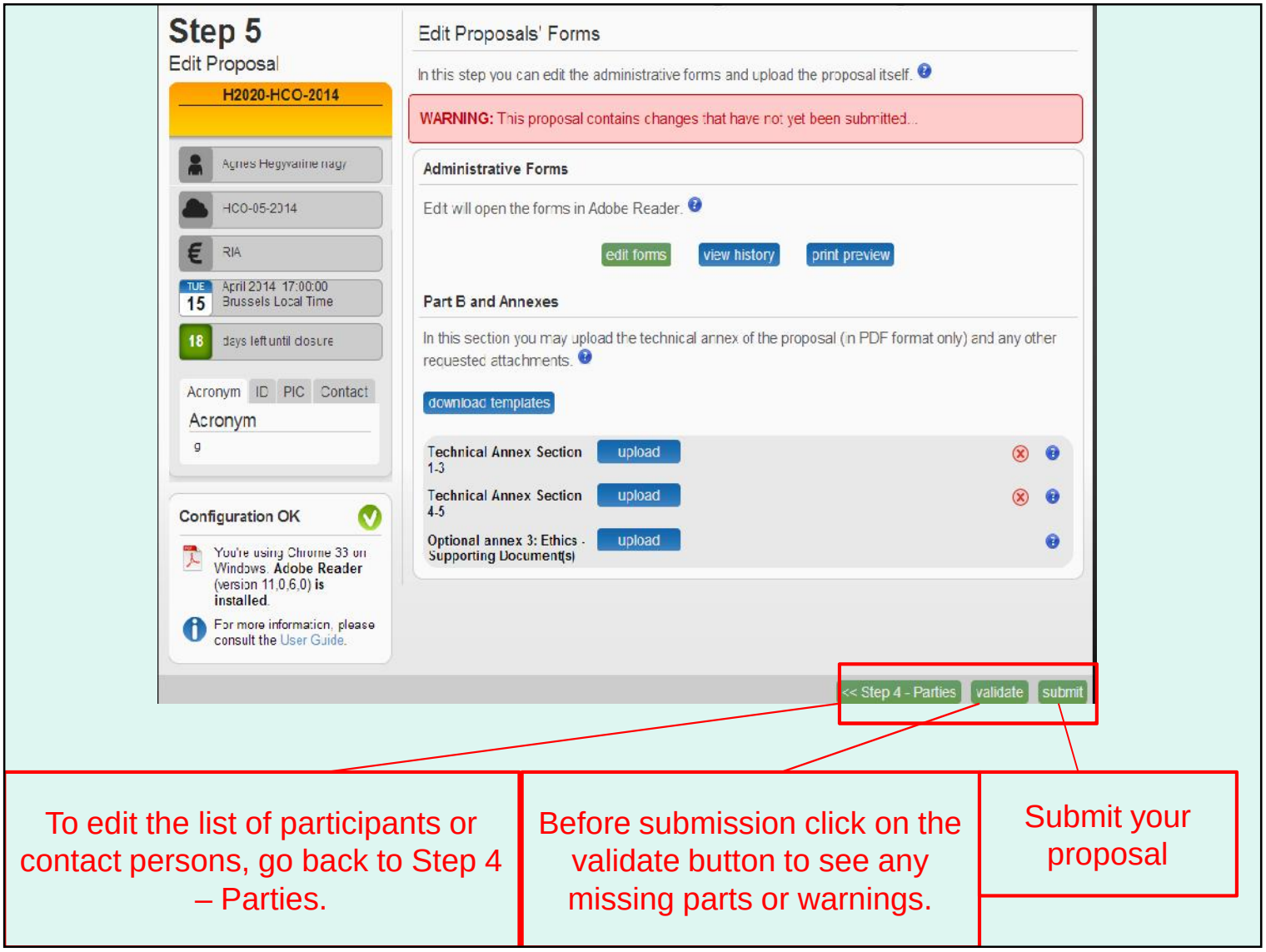
Name, e-mail are read-only in the form! If no main contact was chosen at step 4, the fields are ampty here.
To modify the data the users have to go back to Step 4.
Other contact persons are listed, if there were any given at Step 4.

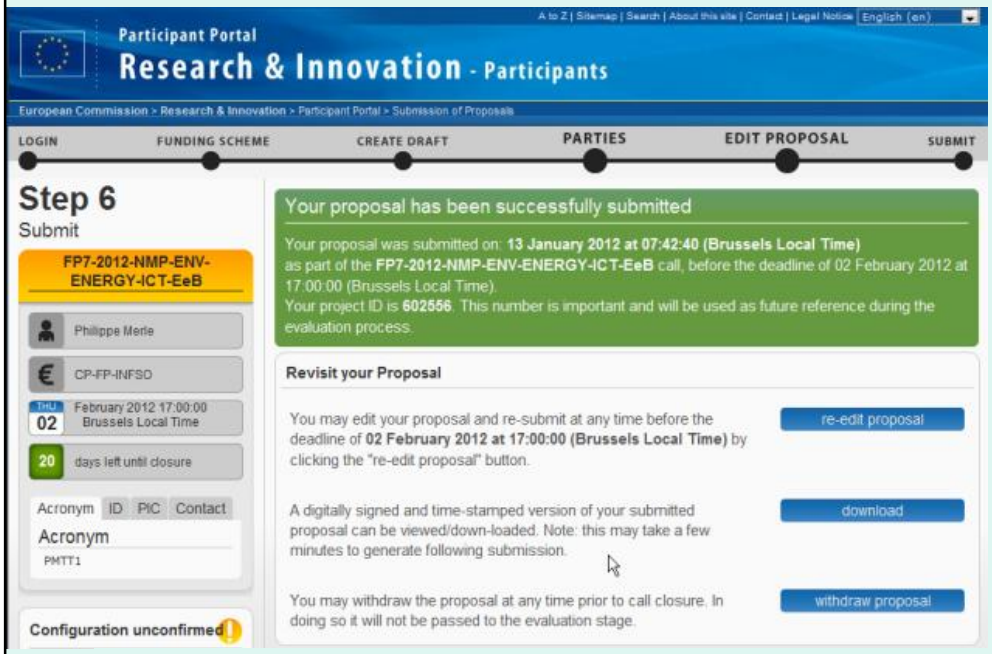


Validate form:

Check whether there are obvious mistakes or missing fields in the form. The validation results are shown at the end of the form.

There are blocking fields that will prevent you from submitting the proposal.


Step 5
Edit Proposal
H2020-HCO-2014
HCO-05-2014
RIA
April 2014 17:00:00
Brussels Local Time
days left until closure
Acronym
ID
PIC
Contact
Acronym
Configuration OK
For more information, please consult the User Guide.
Edit Proposals' Forms
In this step you can edit the administrative forms and upload the proposal itself.
WARNING: This proposal contains changes that have not yet been submitted...
Administrative Forms
Edit will open the forms in Adobe Reader.
edit forms
view history
print preview
Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.
download templates
Technical Annex Section 1-3
upload
Technical Annex Section 4-5
upload
Optional annex 3: Ethics - Supporting Document(s)
upload
<< Step 4 - Parties
validate
submit
To edit the list of participants or contact persons, go back to Step 4 – Parties.
Before submission click on the validate button to see any missing parts or warnings.
Submit your proposal


Participant Portal
Research & Innovation - Participants
European Commission > Research & Innovation > Participant Portal > Submission of Proposals
LOGIN
FUNDING SCHEME
CREATE DRAFT
PARTIES
EDIT PROPOSAL
SUBMIT
Step 6
Submit
FP7-2012-NMP-ENV-ENERGY-ICT-EeB
Philippe Merle
CP-FP-INFSO
February 2012 17:00:00 Brussels Local Time
02
20
days left until closure
Acronym
ID
PIC
Contact
Acronym
PMTT1
Configuration unconfirmed
Your proposal has been successfully submitted
Your proposal was submitted on: 13 January 2012 at 07:42:40 (Brussels Local Time)
as part of the FP7-2012-NMP-ENV-ENERGY-ICT-EeB call, before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time).
Your project ID is 602556. This number is important and will be used as future reference during the evaluation process.
Revisit your Proposal
You may edit your proposal and re-submit at any time before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time) by clicking the "re-edit proposal" button.
re-edit proposal
A digitally signed and time-stamped version of your submitted proposal can be viewed/down-loaded. Note: this may take a few minutes to generate following submission.
download
You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.
withdraw proposal

E-receipt: it is available at the end of the submitted proposal package.
It shows the time of submission, ECAS user name, an official proof of submission.
To view the e-receipt properly, please follow the instructions of the user guide.

After submission:

- You may **re-edit the proposal**, or
- **Download the e-receipt**
- **Withdraw the proposal**

from this step.

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Where to find help?

How to Participate

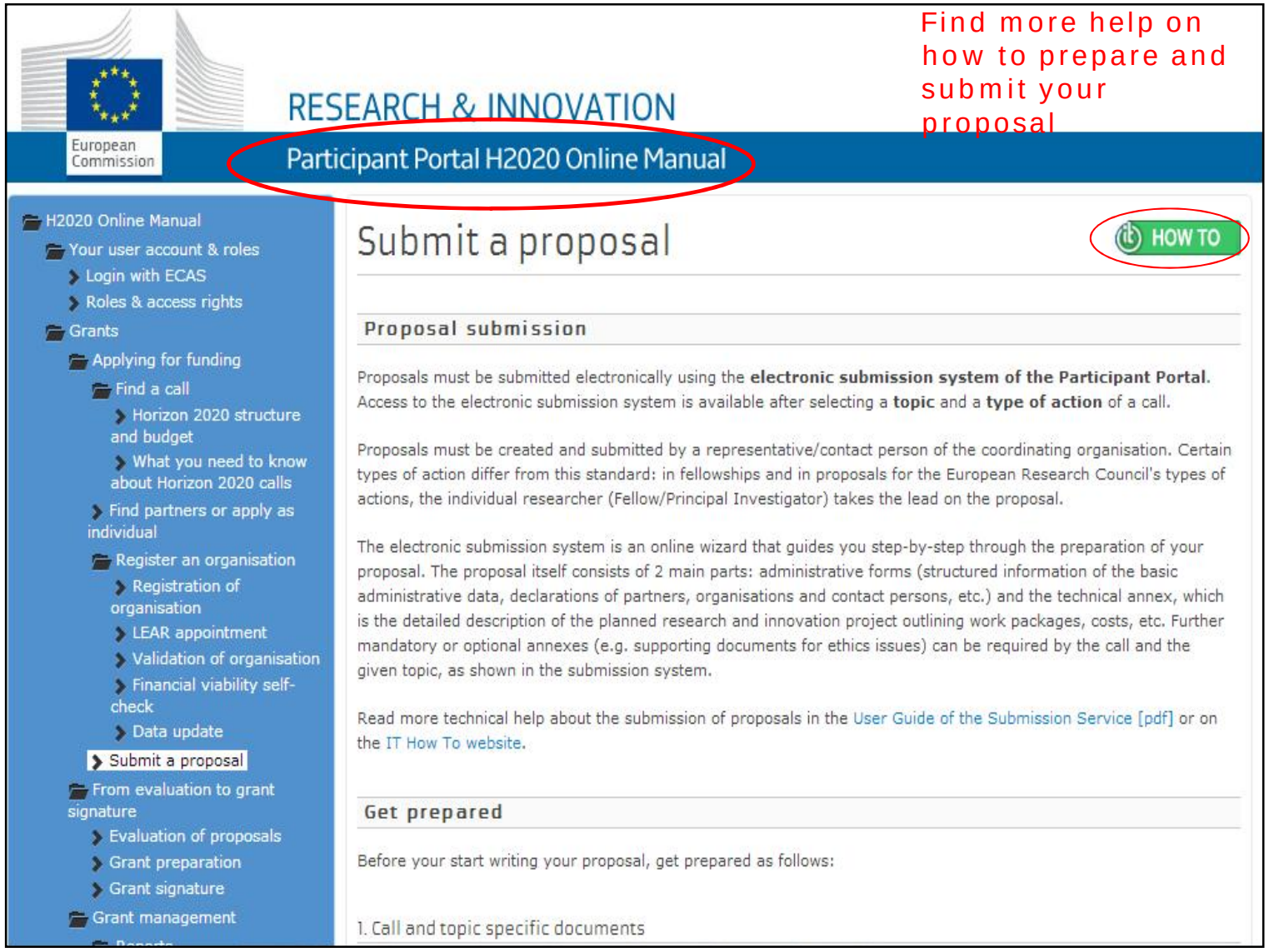
1. H2020 Online Manual

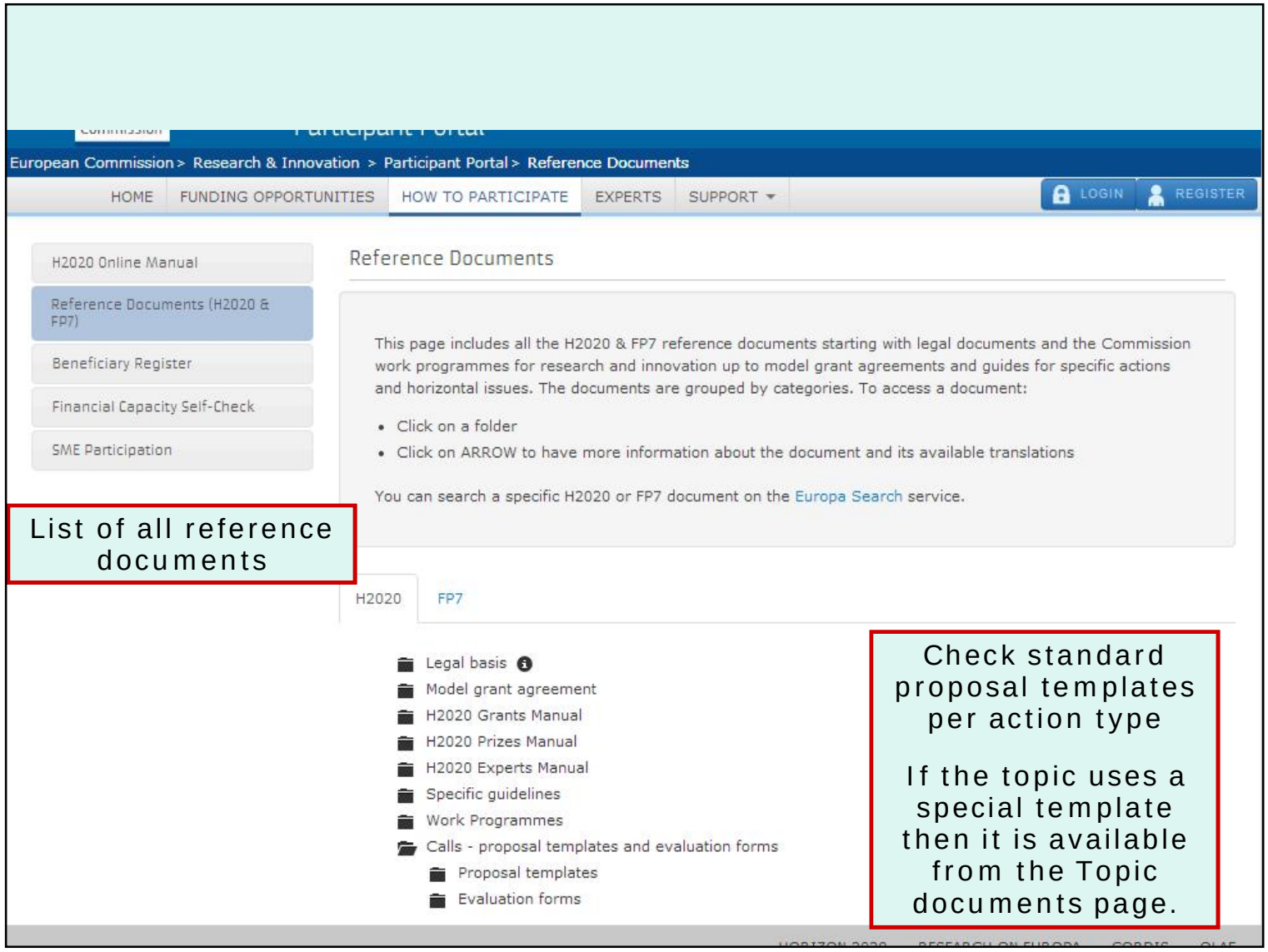
- New online guide divided into business processes
- Aims at providing all the information, list of documents & useful links (IT wiki, etc.) for each specific process
- 2 ways of finding info:
  General overview with drill-down approach
  Direct linking to specific sections from some Participant Portal pages (via the "H2020 Online Guide" button)

2. Reference Documents

- List of all useful reference documents

European Commission
RESEARCH & INNOVATION
Participant Portal H2020 Online Manual
H2020 Online Manual
Your user account & roles
Login with ECAS
Roles & access rights
Grants
Applying for funding
Find a call
Horizon 2020 structure and budget
What you need to know about Horizon 2020 calls
Find partners or apply as individual
Register an organisation
Registration of organisation
LEAR appointment
Validation of organisation
Financial viability self-check
Data update
Submit a proposal
From evaluation to grant signature
Evaluation of proposals
Grant preparation
Grant signature
Grant management
Reports
Periodic report
Financial report
Scientific report
Deliverables
Patents & publications
Report on the final distribution of EU contribution
Project technical review
Final report
Dissemination of results
Amendments
Audits & certifications
Working as an expert
Your user account & roles
Grants
Applying for funding
Find a call
Find partners
Register an organisation
Submit a proposal
Evaluation & Grant signature
Evaluation of proposals
Grant preparation
Grant signature
Grant management
Reports
Dissemination of results
Amendments
Audits & certifications
Working as an expert
Expert registration
Contracting & payment
Expert roles & tasks
Cross-cutting issues
International cooperation
Regional aspects
Ethics
Intellectual property
Gender
SMEs
FP7 Funding Guide
Find guidance, process by process (drill-down approach)
47


European Commission
RESEARCH & INNOVATION
Participant Portal H2020 Online Manual
Find more help on how to prepare and submit your proposal
H2020 Online Manual
Your user account & roles
Login with ECAS
Roles & access rights
Grants
Applying for funding
Find a call
Horizon 2020 structure and budget
What you need to know about Horizon 2020 calls
Find partners or apply as individual
Register an organisation
Registration of organisation
LEAR appointment
Validation of organisation
Financial viability self-check
Data update
Submit a proposal
From evaluation to grant signature
Evaluation of proposals
Grant preparation
Grant signature
Grant management
Submit a proposal
HOW TO
Proposal submission
Proposals must be submitted electronically using the electronic submission system of the Participant Portal. Access to the electronic submission system is available after selecting a topic and a type of action of a call.
Proposals must be created and submitted by a representative/contact person of the coordinating organisation. Certain types of action differ from this standard: in fellowships and in proposals for the European Research Council's types of actions, the individual researcher (Fellow/Principal Investigator) takes the lead on the proposal.
The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The proposal itself consists of 2 main parts: administrative forms (structured information of the basic administrative data, declarations of partners, organisations and contact persons, etc.) and the technical annex, which is the detailed description of the planned research and innovation project outlining work packages, costs, etc. Further mandatory or optional annexes (e.g. supporting documents for ethics issues) can be required by the call and the given topic, as shown in the submission system.
Read more technical help about the submission of proposals in the User Guide of the Submission Service [pdf] or on the IT How To website.
Get prepared
Before your start writing your proposal, get prepared as follows:
1. Call and topic specific documents


European Commission > Research & Innovation > Participant Portal > Reference Documents
HOME
FUNDING OPPORTUNITIES
HOW TO PARTICIPATE
EXPERTS
SUPPORT
LOGIN
REGISTER
H2020 Online Manual
Reference Documents (H2020 & FP7)
Beneficiary Register
Financial Capacity Self-Check
SME Participation
Reference Documents
This page includes all the H2020 & FP7 reference documents starting with legal documents and the Commission work programmes for research and innovation up to model grant agreements and guides for specific actions and horizontal issues. The documents are grouped by categories. To access a document:
Click on a folder
Click on ARROW to have more information about the document and its available translations
You can search a specific H2020 or FP7 document on the Europa Search service.
List of all reference documents
H2020
FP7
Legal basis
Model grant agreement
H2020 Grants Manual
H2020 Prizes Manual
H2020 Experts Manual
Specific guidelines
Work Programmes
Calls - proposal templates and evaluation forms
Proposal templates
Evaluation forms
Check standard proposal templates per action type
If the topic uses a special template then it is available from the Topic documents page.

Participant Portal services: without login

How to Participate

3. Beneficiary Register

- Check whether your organisation is already registered with the PIC search.
- Access the beneficiary registration tool (previously known as URF).

4. Financial Viability Self-Check

- Coordinators are required to do this non-binding check before submitting a proposal.

5. SME Participation

- Starting page for information related to participation of SMEs.

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Participant Portal
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Financial Viability Self Check
SME Participation
Beneficiary Register
H2020 ONLINE MANUAL
The Commission has an online register of the beneficiaries participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.
If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). This is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.
Is your organisation already registered? Search PIC
SEARCH
If you did not find your organisation in the register, you can start its registration below.
Register your organisation
Please note that you need to have a valid ECAS account to start registering your organisation or update its data. Login in the Portal or create your account, if you are a new user.
Please keep the legal data of your organisation at hand. You may check the information that will be necessary for the registration in the user manual. To start registration, click on the button below.
REGISTER ORGANISATION
You can quit the registration process at any time, the data entered can be saved as a draft and you may continue your registration at a later time. Save the already entered data by clicking on the Save draft button at the bottom of the registration tool before you quit it.
After providing all the necessary details, click on the Confirm button to submit your registration. You will receive a PIC number that should be used in any interactions with the Commission in the future.
If you did not finalise the registration, you can continue it later on My Organisations of the My Area section. Incomplete, draft registrations are automatically deleted after one year.
You can modify your organisation data also on the My Organisations page of the My Area section.

Access the PIC search tool

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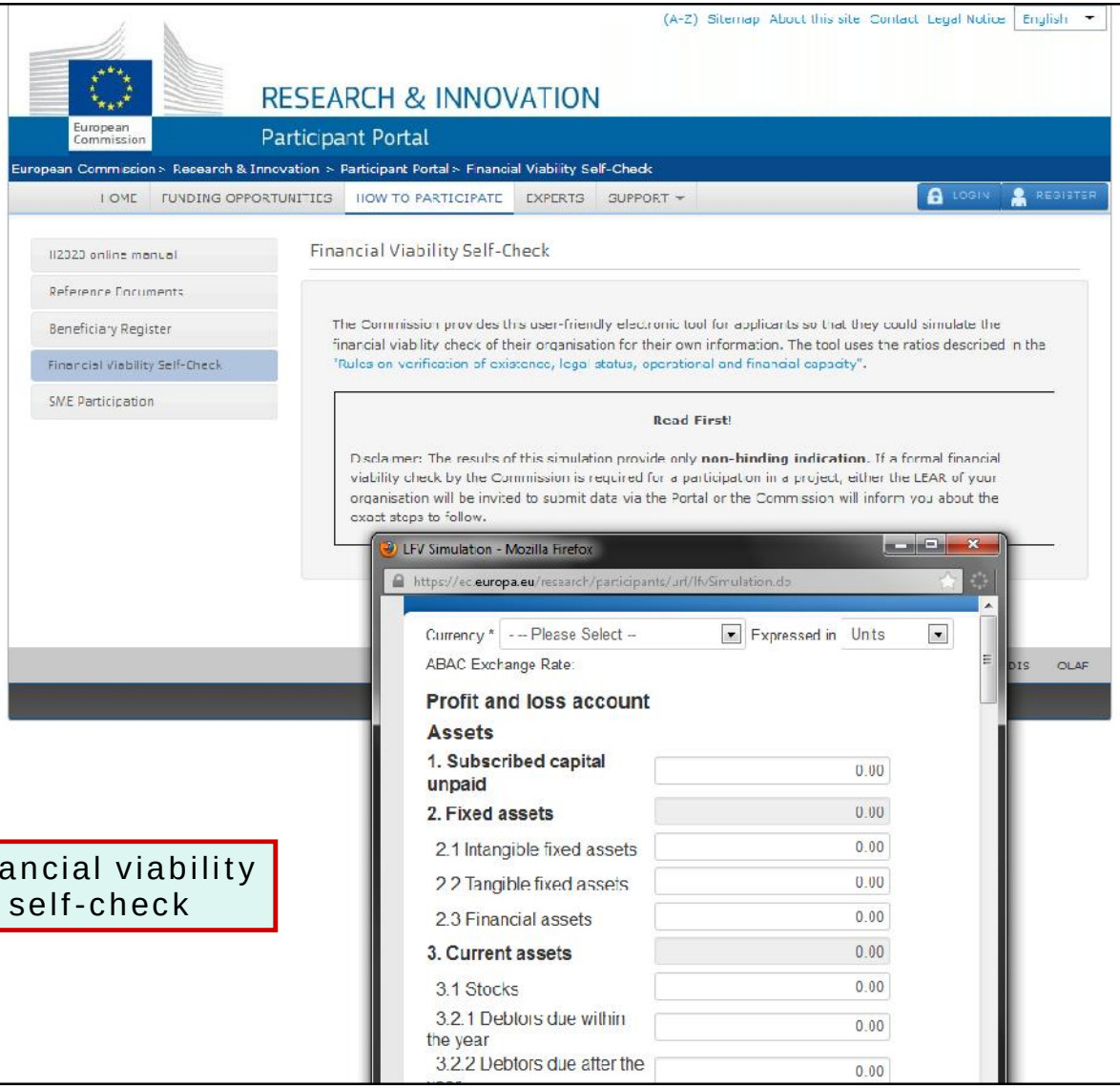
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European Commission > Research & Innovation > Participant Portal > Financial Viability Self-Check
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Financial Viability Self-Check
The Commission provides this user-friendly electronic tool for applicants so that they could simulate the financial viability check of their organisation for their own information. The tool uses the ratios described in the "Rules on verification of existence, legal status, operational and financial capacity".
Read First!
Disclaimer: The results of this simulation provide only non-binding indication. If a formal financial viability check by the Commission is required for participation in a project, either the LEAR of your organisation will be invited to submit data via the Portal or the Commission will inform you about the exact steps to follow.
LFV Simulation - Mozilla Firefox
https://ec.europa.eu/research/participants/.jrt/lfvSimulation.do
Currency * -- Please Select -- Expressed in Units
ABAC Exchange Rate:
Profit and loss account
Assets
1. Subscribed capital unpaid 0.00
2. Fixed assets 0.00
2.1 Intangible fixed assets 0.00
2.2 Tangible fixed assets 0.00
2.3 Financial assets 0.00
3. Current assets 0.00
3.1 Stocks 0.00
3.2.1 Debtors due within the year 0.00
3.2.2 Debtors due after the 0.00
OLAF

Financial viability self-check

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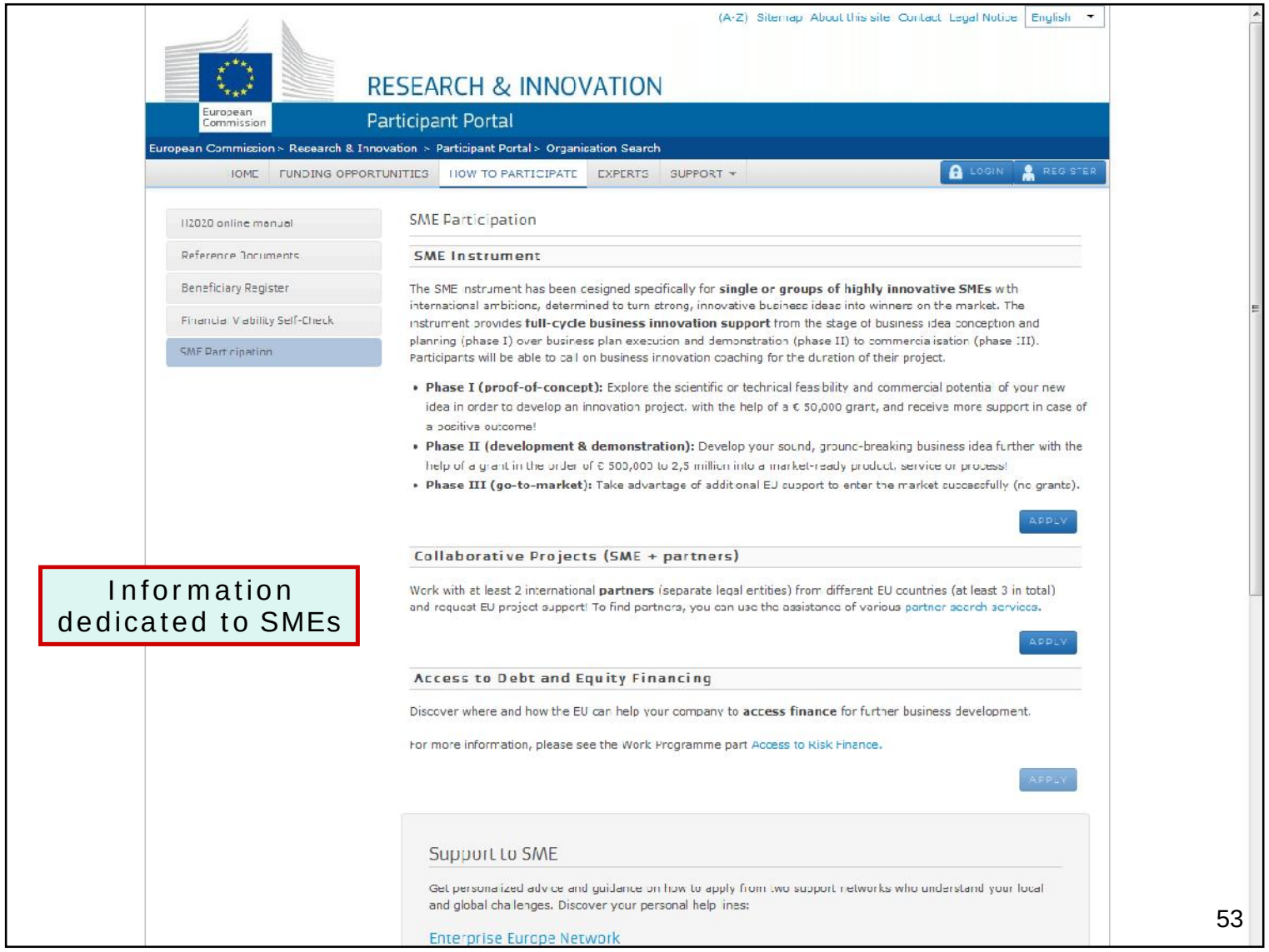
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SME Participation
SME Participation
SME Instrument
The SME Instrument has been designed specifically for single or groups of highly innovative SMEs with international ambitions, determined to turn strong, innovative business ideas into winners on the market. The instrument provides full-cycle business innovation support from the stage of business idea conception and planning (phase I) over business plan execution and demonstration (phase II) to commercialisation (phase III). Participants will be able to call on business innovation coaching for the duration of their project.
Phase I (proof-of-concept): Explore the scientific or technical feasibility and commercial potential of your new idea in order to develop an innovation project, with the help of a € 50,000 grant, and receive more support in case of a positive outcome!
Phase II (development & demonstration): Develop your sound, ground-breaking business idea further with the help of a grant in the order of € 500,000 to 2,5 million into a market-ready product, service or process!
Phase III (go-to-market): Take advantage of additional EU support to enter the market successfully (no grants).
APPLY
Collaborative Projects (SME + partners)
Work with at least 2 international partners (separate legal entities) from different EU countries (at least 3 in total) and request EU project support! To find partners, you can use the assistance of various partner search services.
APPLY
Access to Debt and Equity Financing
Discover where and how the EU can help your company to access finance for further business development.
For more information, please see the Work Programme part Access to Risk Finance.
APPLY
Support to SME
Get personalized advice and guidance on how to apply from two support networks who understand your local and global challenges. Discover your personal help lines:
Enterprise Europe Network

Information dedicated to SMEs

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Where to find support?

1. H2020 Helpdesk
   - Service provided by the Europe Direct Contact Centre

2. Enterprise Europe Network
   (& other help services for enterprises and industry)
   - Free support for organisations applying for projects under the SME Instrument

3. National Contact Points (NCP) database

4. Glossary

Support

5. FAQ

- FAQ database
- Useful information along with additional guidance (user manuals, latest PowerPoint presentations, etc.)

6. IT Helpdesk contact form

7. Other Help Services

- Ethics helpdesk, European IPR helpdesk, European Committee for Standardisation, IGLO, National Services

Some useful links

The Participant Portal:
http://ec.europa.eu/research/participants/portal/page/home

ECAS FAQ:
https://webgate.ec.europa.eu/cas/help.html

IAM quick info guide:
http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/webcasting/iam-changes_quick-info.doc

The Participant Portal FAQ:
http://ec.europa.eu/research/participants/portal/page/faq

The Participant Portal user manual:
http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/participant_portal_usermanual.pdf

Financial Report: Form C in FP7

- Purpose: to declare and record the flate rate and actual incurred costs

  … and so to receive our 1st interim payment and the final payment by EC!

- The Form C has to be filled at the end of each reporting period:
  - First period: September 2013-August 2015
  - Second period: September 2015-August 2017

- Due: max 60 days (30/10/2015 and 30/10/2017) after the end of 1st and 2nd project reporting period

- All beneficiaries must submit a Form C

- EC - 105 days to evaluate the reports and execute the payment

- Pre-filled Form C

What does the FORM C contains?

- Information about the Beneficiary
- Declaration of costs
- Declaration of receipts (not for us!)
- Declaration of cost details (flate rate or actual costs, explanation, work packages) (= Explanation on Use of Resources)
- The requested EC contribution
- The optional audit certificate declaration

FORM C: the Proceeding Submission

- Each Beneficiary can use the Participant Portal -FORCE to create their own Form Cs

- Once created the Beneficiary submits the Form C to the Project Coordinator (the Form C will be read-only)

- A Beneficiary can only view their own Form Cs

- The Coordinator is responsible for creating their own Form Cs and reviewing all other Beneficiaries' Form Cs

- The Coordinator can reject a Beneficiary's Form C (it becomes editable again for the Beneficiary)

- When the Coordinator is happy with the Form Cs, he can submit them to the EC Project Officer

How to create the FORM C

- Next slides show an example of Form C for an ITN project and how to create it
- Only white cells have to be filled
- You'll need to create the financial statement FORM C by entering the “explanation on the use of resources”

… step by step as follows …

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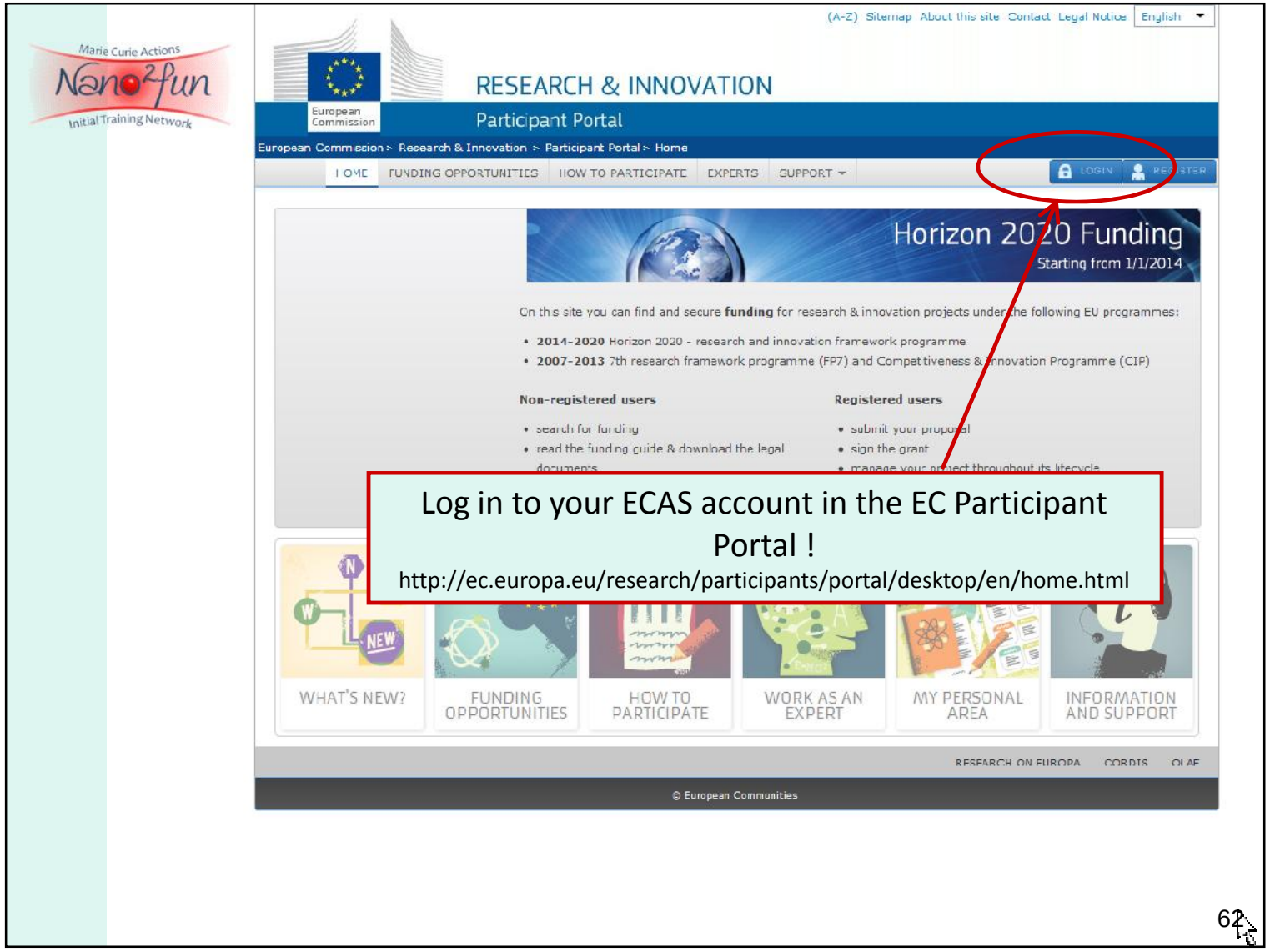
The explanation on the Use of Resources : what is this?

The following information is requested per beneficiary:

- Major cost items
- Explanation related to the use of resources
- Work packages reference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Horizon 2020 Funding
Starting from 1/1/2014
On this site you can find and secure funding for research & innovation projects under the following EU programmes:
2014-2020 Horizon 2020 - research and innovation framework programme
2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
Non-registered users
search for funding
read the funding guide & download the legal documents
Registered users
submit your proposal
sign the grant
manage your project throughout its lifecycle
Log in to your ECAS account in the EC Participant Portal !
http://ec.europa.eu/research/participants/portal/desktop/en/home.html
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WORK AS AN EXPERT
MY PERSONAL AREA
INFORMATION AND SUPPORT
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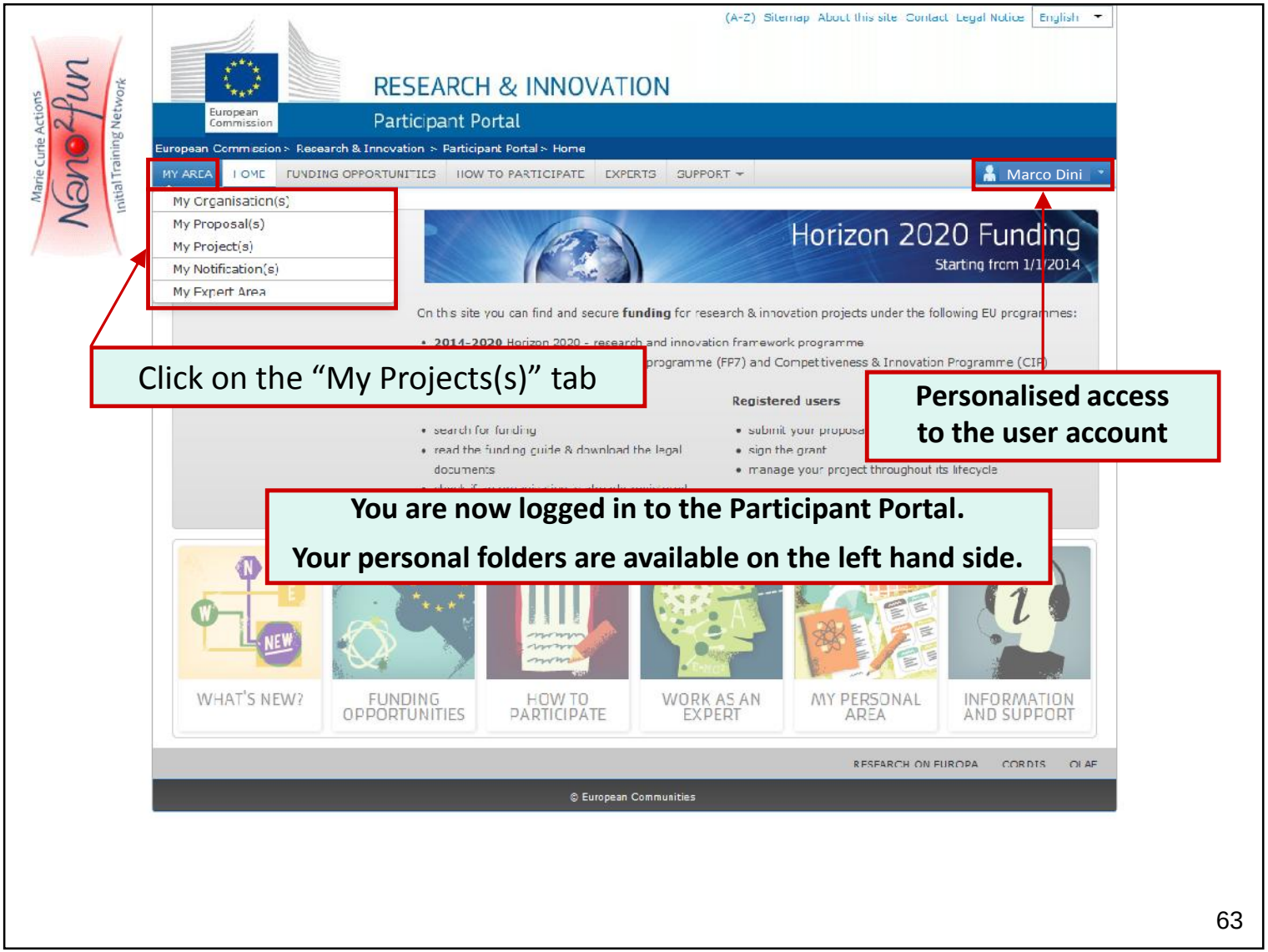
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HOME
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HOW TO PARTICIPATE
EXPERTS
SUPPORT
Marco Dini
My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area
Horizon 2020 Funding
Starting from 1/1/2014
On this site you can find and secure funding for research & innovation projects under the following EU programmes:
2014-2020 Horizon 2020 - research and innovation framework programme
programme (FP7) and Competitiveness & Innovation Programme (CIP)
Registered users
search for funding
read the funding guide & download the legal documents
sign the grant
manage your project throughout its lifecycle
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MY PERSONAL AREA
INFORMATION AND SUPPORT
RESEARCH ON EUROPA
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OLAF
© European Communities
Click on the “My Projects(s)” tab
Personalised access to the user account
You are now logged in to the Participant Portal.
Your personal folders are available on the left hand side.

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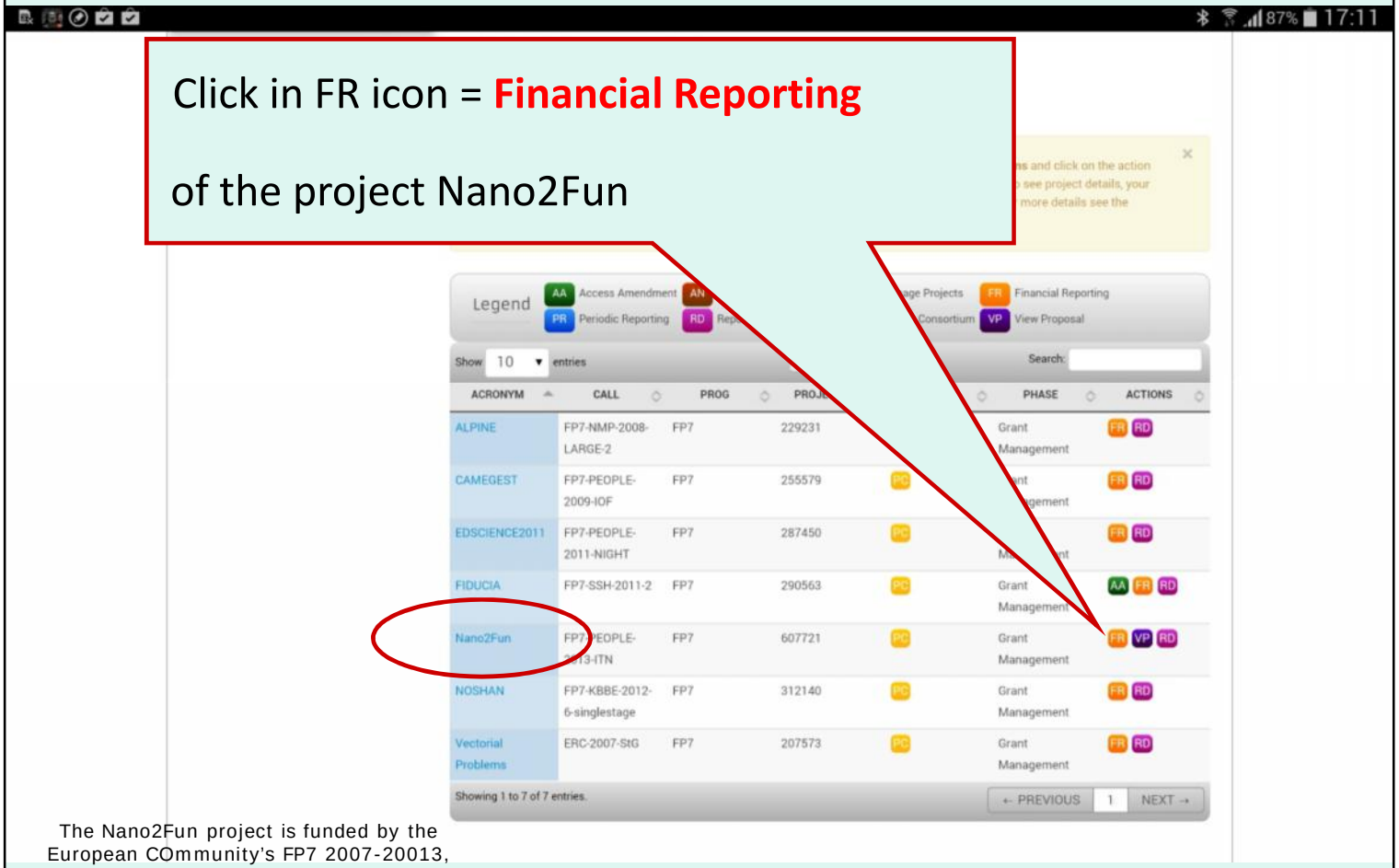
Your FP7 projects into the participant portal

87% 17:11
Prepare and sign your grant agreement
Submit amendments to your grant agreement
Manage your scientific and financial reports
View or manage roles and access rights in your projects consortia
If you are LEAR and want to see the full list of your organisation projects, please go to My Organisations and click on the action button VP. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the H2020 online manual.
Legend
AA Access Amendment
AN Access Grant Preparation
MP Manage Projects
FR Financial Reporting
PR Periodic Reporting
RD Reporting & Deliverables
PC Project Consortium
VP View Proposal
Show 10 entries
EXCEL
Search:
ACRONYM
CALL
PROG
PROJECT ID
ROLES
PHASE
ACTIONS
ALPINE FP7-NMP-2008-LARGE-2 FP7 229231 PC Grant Management FR RD
CAMEGEST FP7-PEOPLE-2009-IOF FP7 255579 PC Grant Management FR RD
EDSCIENCE2011 FP7-PEOPLE-2011-NIGHT FP7 287450 PC Grant Management FR RD
FIDUCIA FP7-SSH-2011-2 FP7 290563 PC Grant Management AA FR RD
Nano2Fun FP7-PEOPLE-2013-ITN FP7 607721 PC Grant Management FR VP RD
NOSHAN FP7-KBBE-2012-6-singlestage FP7 312140 PC Grant Management FR RD
Check the list of projects in “Grant Management” phase

FR : Financial reporting

Click in FR icon = **Financial Reporting**

of the project Nano2Fun



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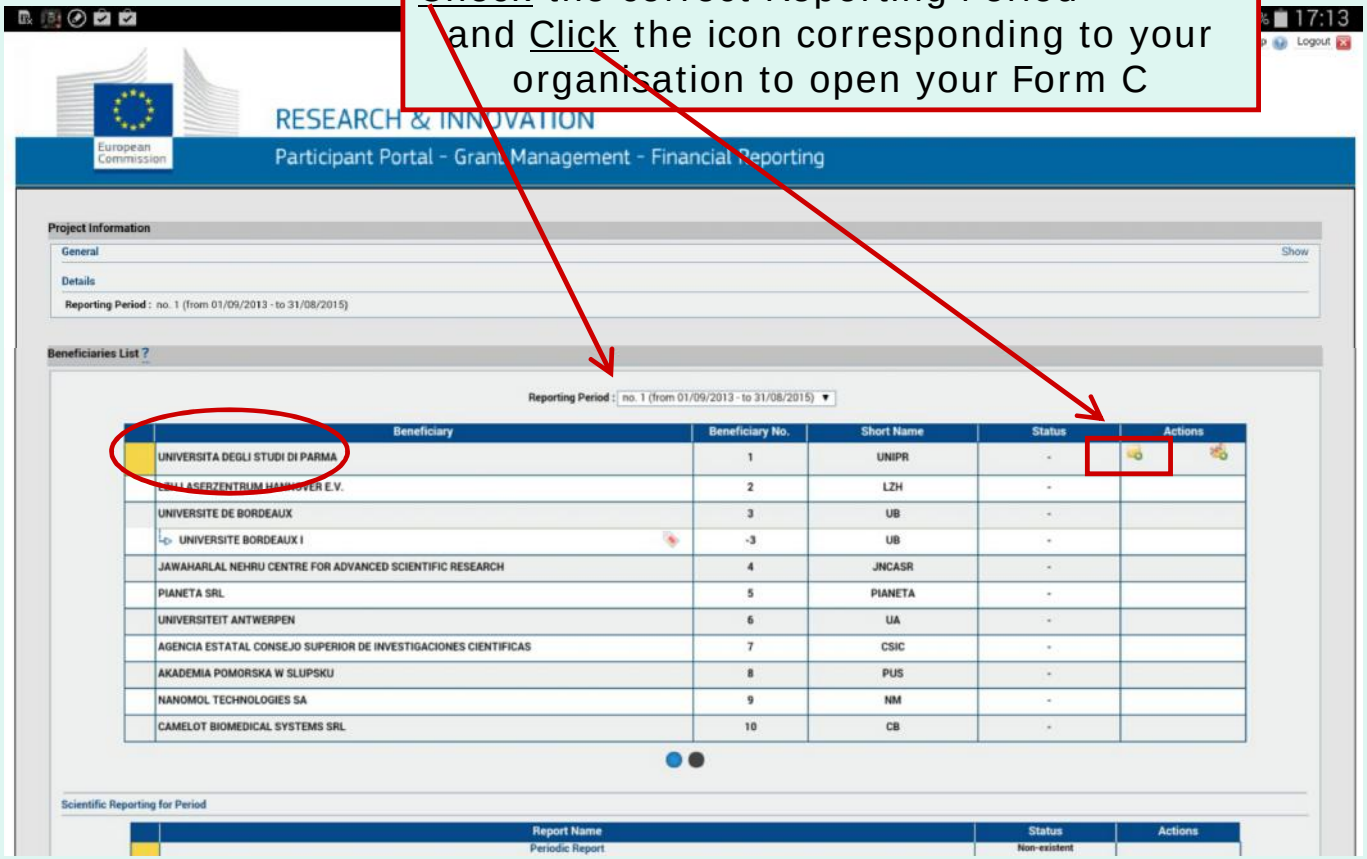
The Partners' Financial reporting

Check the correct Reporting Period and Click the icon corresponding to your organisation to open your Form C



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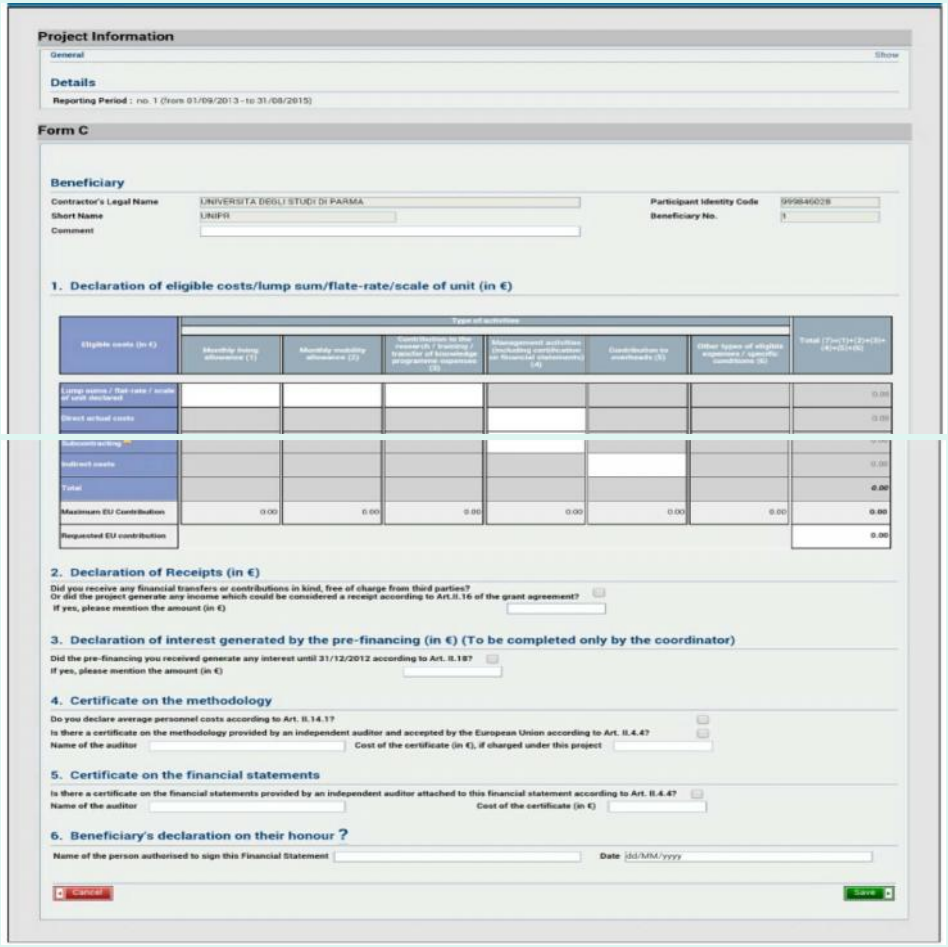
Your FORM C in the EC “FORCE”



Project Information

General — Show

Details

Reporting Period : no. 1 (from 01/09/2013 - to 31/08/2015)

Form C

Beneficiary

Contractor's Legal Name	UNIVERSITA DEGLI STUDI DI PARMA	Participant Identity Code	999846028
Short Name	UNIPR	Beneficiary No.	1
Comment			

1. Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities: Monthly living allowance (1)	Monthly mobility allowance (2)	Costs/contribution for research / training / transfer of knowledge programme expenses (3)	Management activities (including contribution to financial instruments) (4)	Contribution to overheads (5)	Other types of eligible expenses / specific conditions (6)	Total (7)=(1)+(2)+(3)+(4)+(5)+(6)
Lump sums / flat-rate / scale of unit declared							0.00
Direct actual costs							0.00
Subcontracting							
Indirect costs							0.00
Total							0.00
Maximum EU Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Requested EU contribution							0.00

2. Declaration of Receipts (in €)

Did you receive any financial transfers or contributions in kind, free of charge from third parties?
Or did the project generate any income which could be considered a receipt according to Art.II.16 of the grant agreement?
If yes, please mention the amount (in €)

3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)

Did the pre-financing you received generate any interest until 31/12/2012 according to Art. II.18?
If yes, please mention the amount (in €)

4. Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1?
Is there a certificate on the methodology provided by an independent auditor and accepted by the European Union according to Art. II.4.4?
Name of the auditor — Cost of the certificate (in €), if charged under this project

5. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?
Name of the auditor — Cost of the certificate (in €)

6. Beneficiary's declaration on their honour ?

Name of the person authorised to sign this Financial Statement — Date dd/MM/yyyy

Cancel — Save

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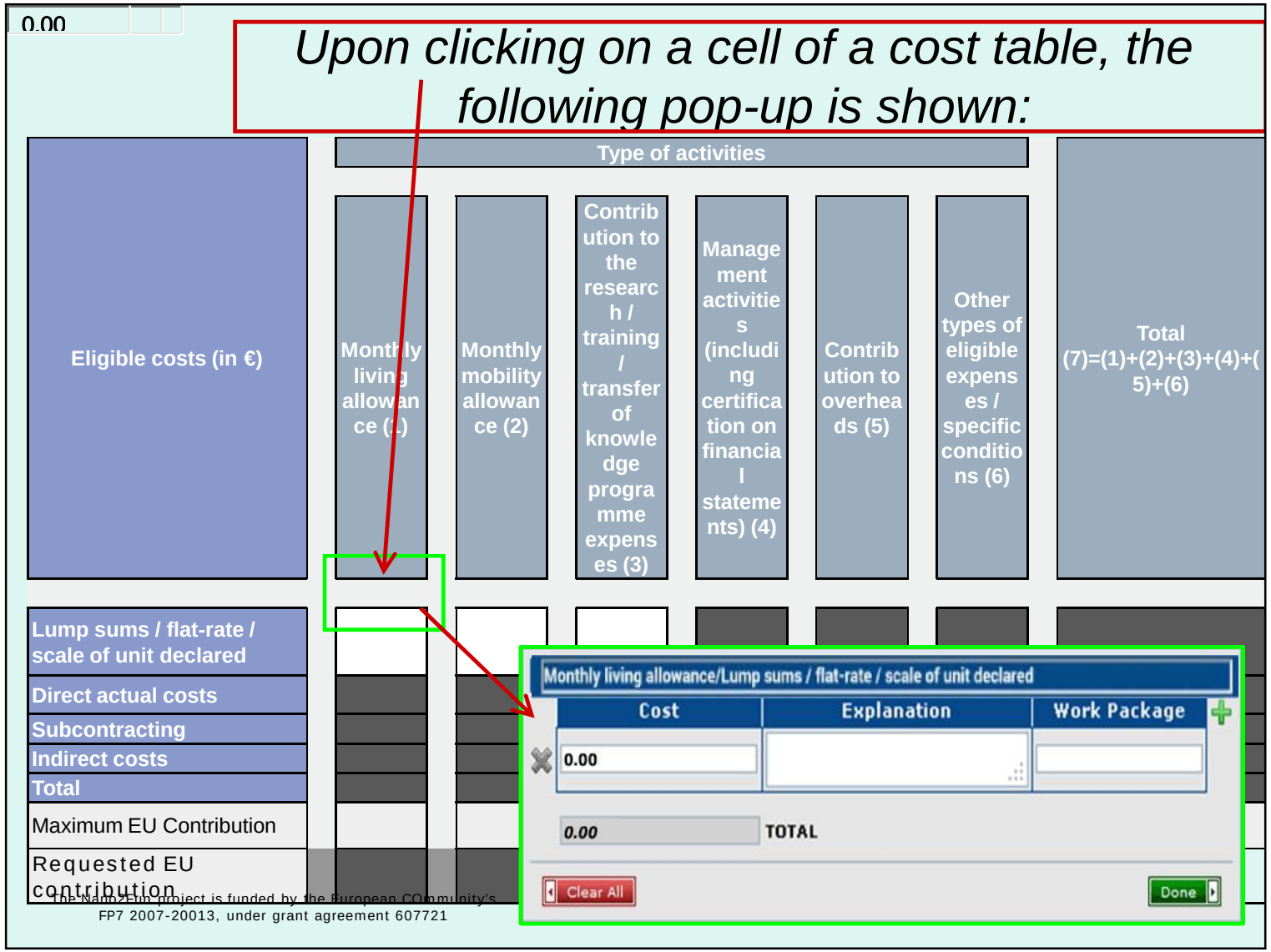
0.00
Upon clicking on a cell of a cost table, the following pop-up is shown:
Type of activities
Eligible costs (in €)
Monthly living allowance (1)
Monthly mobility allowance (2)
Contribution to the research / training / transfer of knowledge programme expenses (3)
Management activities (including certification on financial statements) (4)
Contribution to overheads (5)
Other types of eligible expenses / specific conditions (6)
Total (7)=(1)+(2)+(3)+(4)+(5)+(6)
Lump sums / flat-rate / scale of unit declared
Direct actual costs
Subcontracting
Indirect costs
Total
Maximum EU Contribution
Requested EU contribution
Monthly living allowance/Lump sums / flat-rate / scale of unit declared
Cost
Explanation
Work Package
0.00
0.00
TOTAL
Clear All
Done

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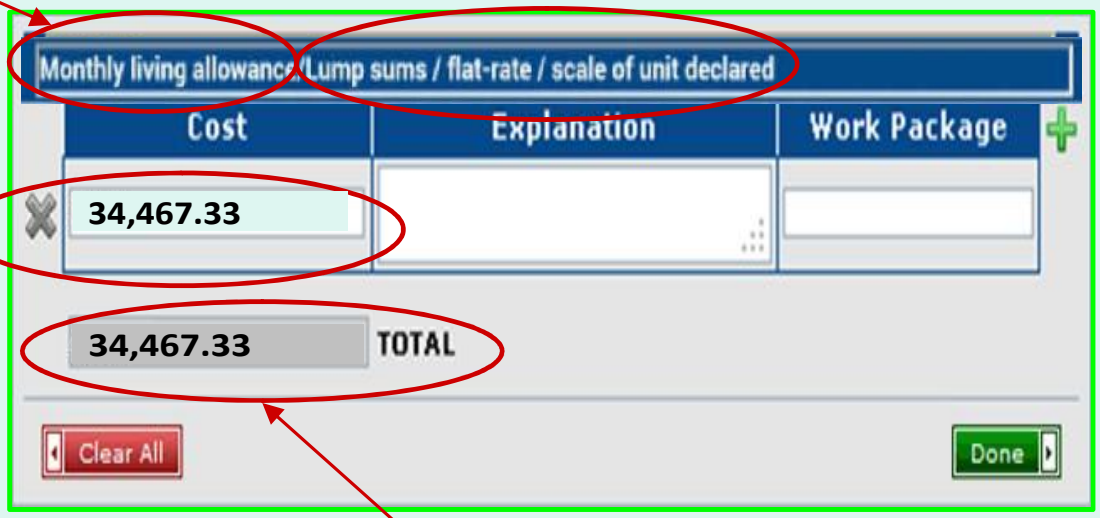
Entering the explanations on the use of resources: “Cost”

Type of activity of the selected cell

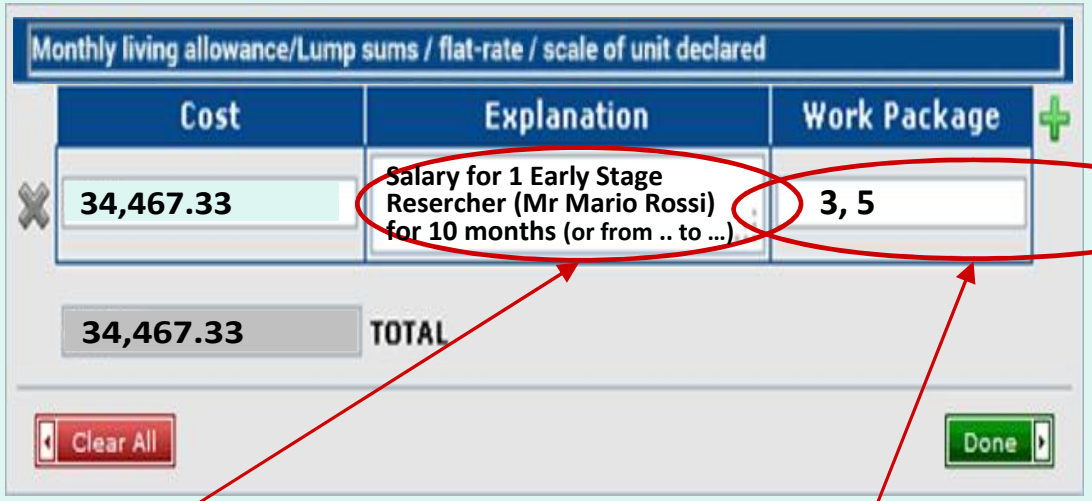
Cost type of the selected cell



You must fill in at least one major “Cost” item

The “Total” cost is automatically calculated on the basis of the individual cost items.

Entering the explanations on the use of resources: “Explanation” & “Work Package”



“Explanation”
for this cost item

Mandatory part of the reports but not checked by the IT tool

“Work package”
for this cost item.

More work packages can be linked to one cost item

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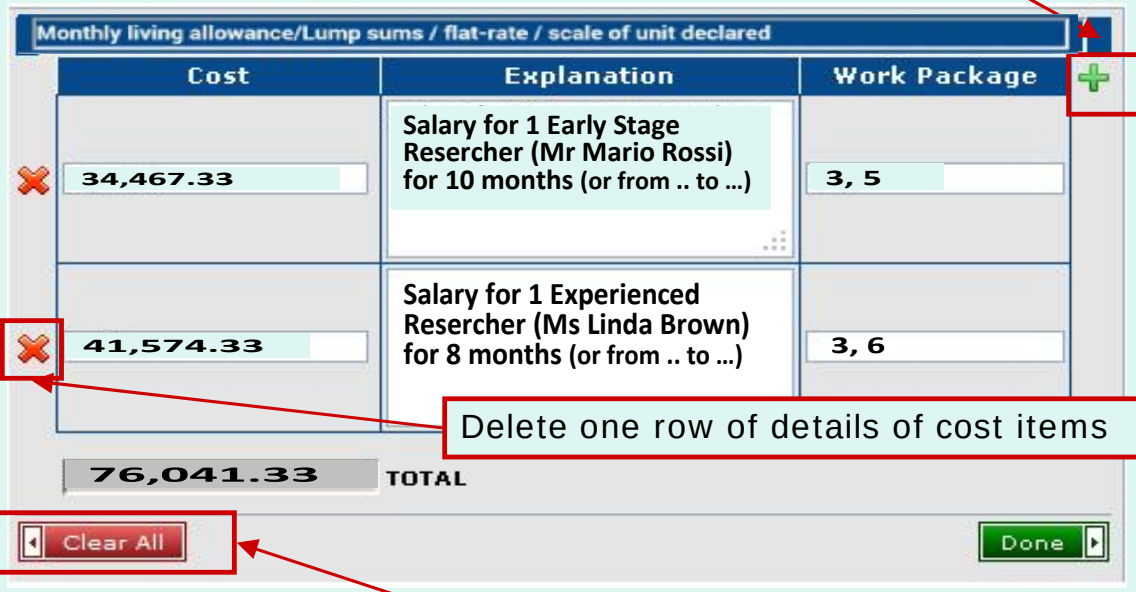
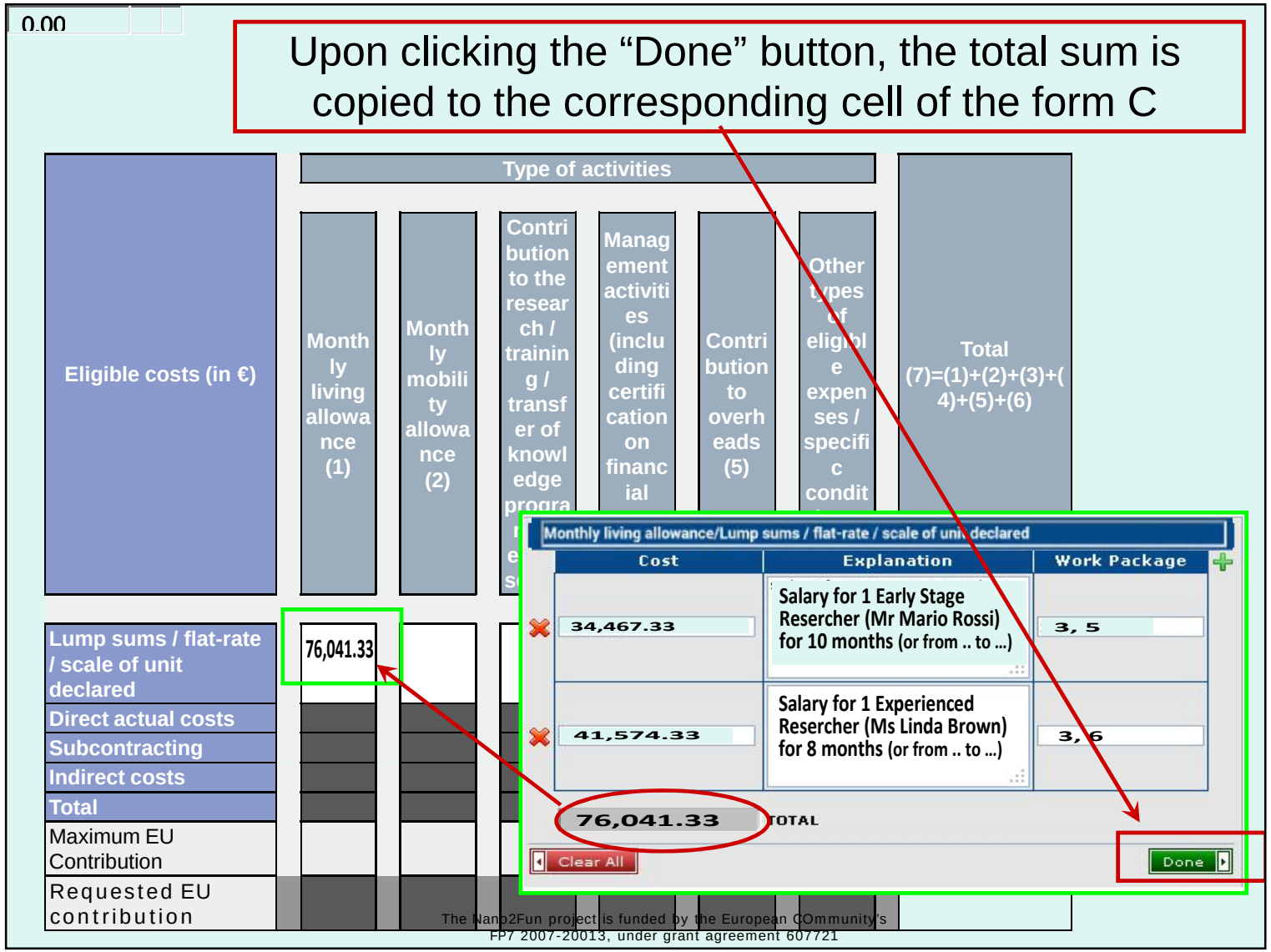
Entering the explanations on the use of resources: add (or delete) a cost item

Click to Add a row of details to fill in a new individual cost item

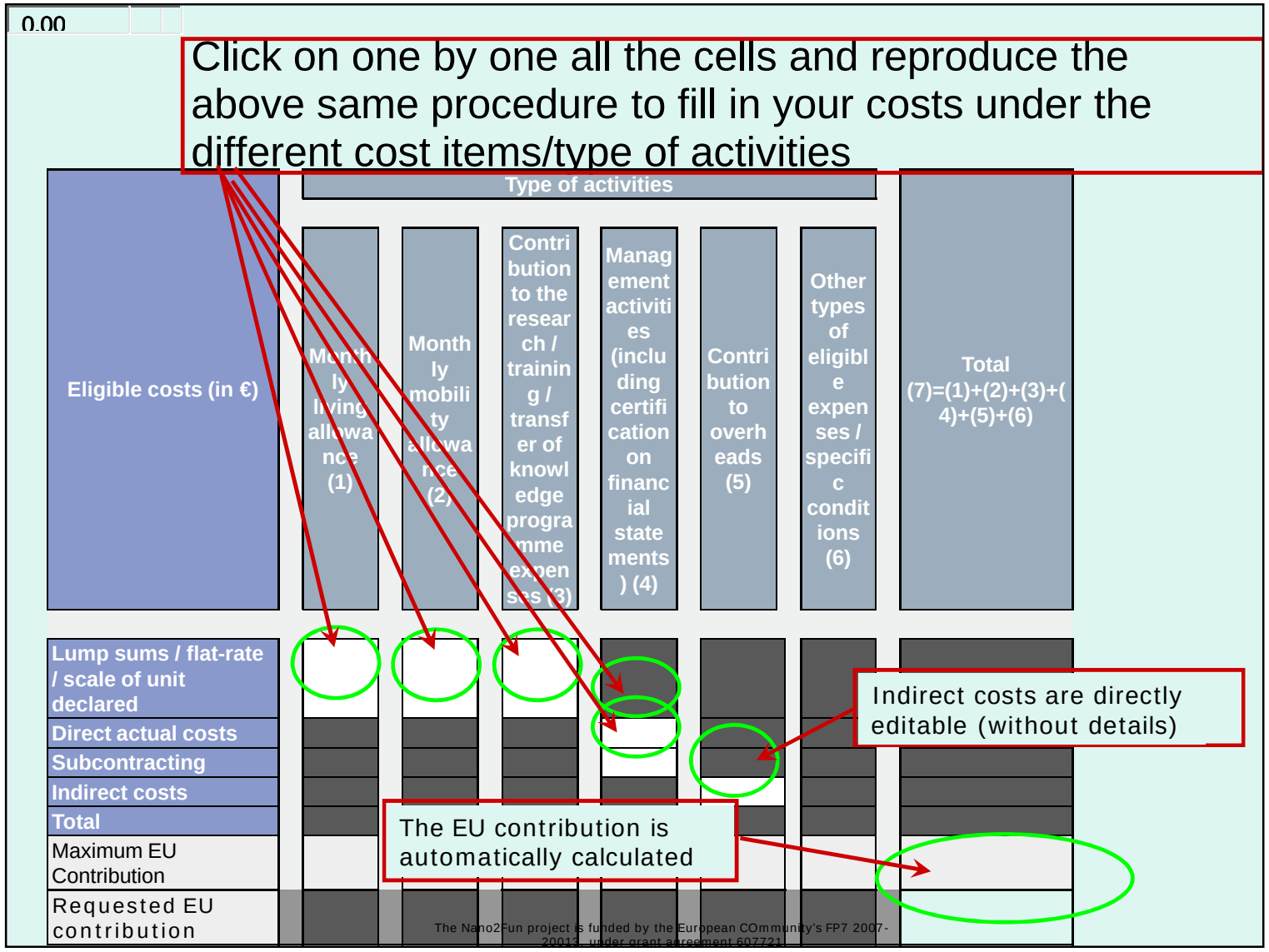

Monthly living allowance/Lump sums / flat-rate / scale of unit declared
Cost
Explanation
Work Package
34,467.33
Salary for 1 Early Stage Resercher (Mr Mario Rossi) for 10 months (or from .. to ...)
3, 5
41,574.33
Salary for 1 Experienced Resercher (Ms Linda Brown) for 8 months (or from .. to ...)
3, 6
76,041.33
TOTAL
Clear All
Done

Delete one row of details of cost items

Delete all cost details for this cell of the Form C


0.00
Upon clicking the “Done” button, the total sum is copied to the corresponding cell of the form C
Eligible costs (in €)
Type of activities
Monthly living allowance (1)
Monthly mobility allowance (2)
Contribution to the research / training / transfer of knowledge
Management activities (including certification financial
Contribution to overheads (5)
Other types of eligible expenses / specific condit
Total (7)=(1)+(2)+(3)+(4)+(5)+(6)
Lump sums / flat-rate / scale of unit declared
76,041.33
Direct actual costs
Subcontracting
Indirect costs
Total
Maximum EU Contribution
Requested EU contribution
Monthly living allowance/Lump sums / flat-rate / scale of unit declared
Cost
Explanation
Work Package
34,467.33
Salary for 1 Early Stage Researcher (Mr Mario Rossi) for 10 months (or from .. to ...)
3, 5
41,574.33
Salary for 1 Experienced Researcher (Ms Linda Brown) for 8 months (or from .. to ...)
3, 6
76,041.33
TOTAL
Clear All
Done

The Nano2Fun project is funded by the European COmmunity's FP7 2007-20013, under grant agreement 607721


0.00
Click on one by one all the cells and reproduce the above same procedure to fill in your costs under the different cost items/type of activities
Type of activities
Eligible costs (in €)
Monthly living allowance (1)
Monthly mobility allowance (2)
Contribution to the research / training / transfer of knowledge programme expenses (3)
Management activities (including certification on financial statements) (4)
Contribution to overheads (5)
Other types of eligible expenses / specific conditions (6)
Total (7)=(1)+(2)+(3)+(4)+(5)+(6)
Lump sums / flat-rate / scale of unit declared
Direct actual costs
Subcontracting
Indirect costs
Total
Maximum EU Contribution
Requested EU contribution
Indirect costs are directly editable (without details)
The EU contribution is automatically calculated
The Nano2Fun project is funded by the European COmmunity's FP7 2007-2013, under grant agreement 607721

FINAL WARNINGS:

Remember: the Financial Reporting sessions and the related electronic Forms C will be opened by the EC only about one month before the reporting periods

Make attention: : before you use the electronic Form C in the Participant Portal, we will provide all partners a file excels similar to the Financial Report in order to:

- **Make a draft Form C outside the EC system**
- **Avoid or rectify errors**
- **Check with the Coordinator your data along with those of other partners**

The states of the FORM C

A Form C can have various states throughout its lifetime:

- **Draft :** the default state for a Form C, and indicates that this version is created (click the button: SAVE) but not yet submitted
- **Submitted to Coordinator :** The Form C is read-only and the Coordinator has the choice between submitting it to the EC or of rejecting the Form C which moves it back to state Draft
- **Submitted to EC :** when the Project Coordinator submits the Form C to the EC. If the Project Officer accepts the Form C, this is the final state. The PO can request a revision of the Form C. In this state, the Form C is read-only
- **Request For Revision** : by the Project Officer for a submitted Form C. The Beneficiary can edit the information in order to create a new version

Thank you for your attention

By Marco Ghinelli UNIPR